



# *employee relations* **BULLETIN**

April 3, 2018

(Supersedes ER Bulletin dated April 21, 2014)

**To: Heads of All Departments (excluding DWP)  
Departmental Personnel Officers**

**Subject: ADVANCED STEP HIRING**

Section 4.90(a) of the Los Angeles Administrative Code (LAAC) provides that initial appointments to any non-sworn position in City service shall be at the lowest step in the salary range for the position. Section 4.90(b) provides that the Office of the City Administrative Officer (CAO) may authorize the appointment of a person to a higher step on the salary range when it is determined that:

1. The department, office or bureau is unable to recruit sufficient persons who have the needed experience, abilities or training for the position, or who are willing to work nonstandard hours or who are willing to work in certain locations; or
2. The person to be appointed has experience and skills that exceed those of other candidates available for the position and such experience and skills are required; and
3. The advanced step hiring is applied to a limited number of difficult-to-fill positions in the department, office, or bureau.

Advanced step hiring can only be approved for initial appointments to City service. Once an employee is on the City's payroll, advanced step hiring can no longer be authorized.

Requests for advanced step hiring made by the applicant and supported by the employing department based on the above criteria must be approved by the CAO prior to placing a new employee on the payroll. The attached *Request for Advanced Step Hiring* form must be used to submit the request to the CAO's Employee Relations Division, and is available on the City Forms intranet website.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

# REQUEST FOR ADVANCED STEP HIRING

This form shall be completed whenever it is requested that a non-sworn employee be hired in accordance with Administrative Code Section 4.90(b). Upon completion, this form should be forwarded for approval to:

City Administrative Officer  
Employee Relations Division  
Room 1200, City Hall East  
Mail Stop 139

**Name of Employee**

**Department/Division**

**Classification**

**MOU**

**Class Code**

**Date of Appointment/Start Date**

**Salary  
Range No.**

**Requested Salary Step Placement  
Hourly Rate**

\$

**Step No.**

**Biweekly  
Amount**

\$

**Reason for Requested Step Placement (attach an additional sheet if necessary)**

**Is voluntary proof of prior compensation attached?**

YES

NO

**Department Contact Name** (Please print)

**Phone Number**

**Signature of Authorized Department Representative**

**Date**

\*\*\*\*\*FOR ERD USE ONLY\*\*\*\*\*

Approved

Modified: Salary No. \_\_\_\_\_

Denied

Hourly Rate \_\_\_\_\_

**APPROVED BY ERD:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact the Employee Relations Division at (213) 978-7676 for additional information.