



employee relations **BULLETIN**

December 18, 2024

(Supersedes ER Bulletins dated April 21, 2014 and April 3, 2018)

**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 prescribed for the position. LAAC 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 so prescribed (“advanced step hiring”) when the CAO determines that:

1. The department, office, or bureau is unable to recruit sufficient persons who (1) have the needed experience, abilities, or training for the position, (2) are willing to work nonstandard hours, (3) 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 that such experience and skills are required by the classification and job specification; and,
3. The advanced step hiring is applied to a limited number of difficult-to-fill positions in the department, office, or bureau.

The applicable LAAC provisions limit approval of advanced step hiring to initial appointments to City service. Advanced step hiring can not be authorized after the first day of City employment.

Requests for advanced step hiring must be initiated by the applicant and supported by the employing department based on the above criteria and must be approved by the CAO prior to the first day of an employee being placed on the City’s payroll. The electronic Request for Advanced Step Hiring form linked below must be used to submit the request to the CAO’s Employee Relations Division.

Request for Advanced Step Hiring Form: <https://caoapp.insidela.org/AdvancedStepHire/>

Please direct questions regarding the advanced step hiring process to the Employee Relations Division at cao.erd@lacity.org.