

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: ADVANCE STEP HIRING
AUTHORIZATION

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 18

BACKGROUND

On August 6, 1999, the City Council adopted an ordinance which transferred the authority to approve advanced step hiring from the City Administrative Office to the Chief Administrative Officer of each Department, and each Bureau or Office in the Department of Public Works. Consequently, all General Managers and Bureau or Office Directors are now authorized to approve advanced step hiring.

This Directive addresses two instances when employees may be hired into City service at salaries other than the lowest step. The first is designed to enable the City to be more competitive in hiring exceptionally qualified individuals and the second addresses the rehiring of previous City employees.

I. ADVANCE STEP HIRING ON INITIAL APPOINTMENT TO CITY SERVICE

Section 4.90(b) of the Los Angeles Administrative Code provides that a General Manager may authorize the appointment of a person to a step above the lowest step in the salary range where the General Manager finds that the Department or system is unable to recruit sufficient persons who have the needed experience, abilities, or training for the position or who are willing to work non-standard hours or who are willing to work in certain locations; or 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 the advanced step hiring is applied to a limited number of difficult-to-fill positions in the Department, Office or Bureau.

The simple fact alone that an individual will not accept City employment at the minimum rate is not justification for the approval of advance step hiring. No guarantee should be made to a prospective City employee that approval will be obtained for initial compensation above the minimum rate. It should be made clear to the individual that advanced step hiring is only possible, if the necessary requirements for such step advancement are met. All requests for advance step hiring authorization, and determinations on same, must be made before the individual is placed on the payroll.

PROCEDURE

Upon finding it necessary to request advance step hiring, the employing Bureau or Office shall prepare a memorandum for approval by the Bureau Director. The memorandum shall, as completely as possible, set forth the circumstances regarding the position to be filled, the unique qualifications of the proposed employee and the reasons why advanced step hiring should be approved.

Upon written approval by the Bureau Director, the Bureau or Office may make a firm job offer, including the approved starting salary. If the candidate accepts the job offer, a copy of the Advanced Step Hiring Report (CAO Form 699 as attached to the hard copy version), together with the other employment papers shall be sent to the Office of Management-Employee Services to put the employee on the payroll at the agreed upon salary.

The above procedure is applicable only for initial appointments to City service and must be completed before the employee is hired.

II. RE-EMPLOYMENT OF PRIOR CITY EMPLOYEES

Section 4.904(c) of the Los Angeles Administrative Code provides that when a former City employee is re-employed within three years of the date of separation from City service, the appointing authority may authorize salary step placement at the previous step as though the separation had not occurred. No step advancement credit will be given for the time of separation. In such cases, the employee's step advancement anniversary date shall be the date of completion of the aggregate number of months required for step advancement at the time of separation from City service.

Because the language is permissive, salary step placement shall be at the discretion of the new employing Bureau or Office.

PROCEDURE

The Employee Services Division of the Office of Management-Employee Services must be notified of the desired step placement on the employment documents. That Division will complete the necessary Form General 41, Payroll Change Form, after verifying the employee was at the designated step before separating from the City.

Reference: Los Angeles Administrative Code Sections 4.90(b)
Employee Relations Bulletin of 2/15/2005 with Advanced Step Hiring Report
(CAO Form No. 699)
<http://caodocs.ci.la.ca.us/ERBulletins/ERBulletin-2005-02-15.pdf>

Attachment: Advanced Step Hiring Report