

**INTER-OFFICE CORRESPONDENCE  
PERSONNEL COMMISSION**

**TO:** Robyn Warren, Deputy Personnel Director  
Personnel Commission

**FROM:** Click or tap here to enter text.

**DATE:** Click or tap here to enter text.

**SUBJECT:** REQUEST FOR A SALARY STEP PLACEMENT BEYOND THE FIRST STEP IN THE SALARY RANGE

Beginning January 1, 2018, new employees for a management, professional, or administrative job classification may be hired above the first step of the corresponding salary range if the higher step is supported based on the eligible's verified education, training or experience, or another bona-fide factor such as a shortage area. A protected status of the new employee, including but not limited to sex, race or ethnicity, may not be considered.

----- To Be Completed by the Hiring Department-----

**NAME OF CANDIDATE:** Click or tap here to enter text.

**LAST FOUR DIGITS OF THE CANDIDATE'S SOCIAL SECURITY NUMBER:** Click or tap here to enter text.

**JOB CLASSIFICATION:** Click or tap here to enter text.

**SALARY STEP REQUESTED:** Click or tap here to enter text.

**JUSTIFICATION FOR REQUESTING A SALARY STEP PLACEMENT BEYOND THE FIRST STEP (choose all that apply):**

- This candidate has **additional qualifying experience** beyond that which is required for entry into this job classification and which exceeds the standard expectations of a new employee in this job class.

**Please describe the additional experience.** Click or tap here to enter text.

- This candidate has **additional training or additional education** beyond that which is required for entry into the classification and which exceeds the standard expectations of a new employee in this job class.

**Please describe the additional training or education.** Click or tap here to enter text.

- This candidate has **additional qualifications** beyond that which is required for entry into the classification and which exceeds the standard expectations of a new employee in this job class (for example this candidate possesses a unique knowledge or skill set).

**Please describe the additional qualifications.** Click or tap here to enter text.

- It is **difficult to attract qualified candidates** for this position.

**Please provide support that it is difficult to find qualified candidates.** Click or tap here to enter text.

- The reason for this request is not listed above.

**Please indicate the reason for the request.** (Note that previous salary may not be a factor that is considered UNLESS the candidate VOLUNTARILY provided his or her salary OR his or her pervious employment was in the PUBLIC SECTOR.) Click or tap here to enter text.

----- Personnel Commission Approval-----

- APPROVED**

**Approved Salary Step:** Click or tap here to enter text.

**Supporting Explanation:** Click or tap here to enter text.

- NOT APPROVED**

**Supporting Explanation:** Click or tap here to enter text.

**DATE APPROVED:** Click or tap here to enter text.

Signature