

## Advanced Salary Step Appointment – Permanent Employees

An advanced step appointment should only be used when it is necessary to hire a qualified individual, especially when there are no other qualified candidates. Departments **must** provide thorough and complete information for the County Administrator’s Office (CAO) and Human Resources Department to fully evaluate requests for Advanced Salary Step Appointments for permanent, allocated positions.

**Before** offering an advance salary step appointment to a current employee/employee to be and prior to completing/submitting this form, the Department **must** review the applicable [Labor Agreement/Salary Resolution](#) and the County’s [Administrative Policy Manual, 4-8 Advanced Salary Step Appointments](#) to ensure that they are in compliance with County policy and the negotiated labor/personnel agreements.

Department Head approval is required for Salary Steps A through E. The CAO’s approval is required for Salary Steps F through I.

Regardless of salary step rate, the form must be sent to the Human Resources Director or Designee and [HR-eP@sonoma-county.org](mailto:HR-eP@sonoma-county.org) after being approved and *before* offering the advanced salary step to the employee/employee to be.

For any additional questions, please contact the [Department’s assigned Recruitment & Classification Analyst](#) before authorizing this form to ensure compliance with the aforementioned agreements.

**Department:** \_\_\_\_\_

**Name of the Employee/Employee To Be:** \_\_\_\_\_

**If a Current Employee, their ID Number:** \_\_\_\_\_

**Current Employee’s Job Class (if applicable):** \_\_\_\_\_

**Proposed Date of Appointment/Employment/Promotion:** \_\_\_\_\_

**Into Job Class:** \_\_\_\_\_

**Advanced Step Type (choose one):**

- Upon Employment
- Upon Re-Hire
- Upon Appointment to a Higher Paid Job Classification (including alternate promotions)

**Description of the Recruitment Difficulty:**

**Description of the Unique Skills the Candidate Possesses:**

**Salary Rate if a Current Employee** (Enter "NA" if not currently an employee):

\_\_\_\_\_

**Applicable Labor Agreement/Salary Resolution Article/Section:** \_\_\_\_\_

**The Department Recommends Advanced Salary Appointment to Step:** \_\_\_\_\_

**Department Approval:**

I/We have reviewed the applicable [Labor Agreement/Salary Resolution](#) and the County's [Administrative Policy Manual, 4-8 Advanced Salary Step Appointments](#) before completing this form and confirm that this request is in compliance with County policy and the negotiated personnel/labor agreements.

**Signature of Department Head or Designee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CAO Action** (only for salary steps F through I): For any additional questions, please contact the [Department's assigned Recruitment & Classification Analyst](#) before authorizing this form.

Approved

Disapproved

**CAO Comments** (optional):

**CAO's Signature** (if applicable): \_\_\_\_\_

**Date:** \_\_\_\_\_