



# EMPLOYEE RELATIONS BULLETIN

April 8, 1998

**To: Heads of All Departments of City Government**

**Subject: ADVANCE STEP HIRING**

Recent incidents involving several departments have prompted a need to review the advance step hiring procedures for non-sworn positions.

Section 4.90(a) [4.901(a) for DWP] of the Los Angeles Administrative Code provides that initial appointments to City service shall be at the lowest step of the range for the position. Sections 4.90(b) and 4.901(b) provide certain situations where the City Administrative Officer may authorize initial appointments at a higher rate. CAO Rule 16 provides the method by which advance step hiring may be accomplished.

In order to clear up some confusion on this issue the following points are emphasized:

1. Advance step hiring is limited to initial appointments. On advice of the City Attorney once a new employee accepts a position and is placed on the payroll in accordance with 4.90(a) or 4.901(a), advance step hiring is no longer possible.
2. Once made, initial appointments cannot be undone unless there is a break in continuous City service.
3. Requests for advance step hiring must be approved by this Office prior to placing a new employee on the payroll.
4. Appointing authorities are not legally authorized to offer advanced step hiring and should never promise a candidate that they will be hired at an advanced step unless prior approval has been received from this Office.

Requests for advance step hiring are initially reviewed by your budget analyst with final review and approval by the Employee Relations Division. Appointing authorities should recognize that some delay in the hiring process may occur. The delay will be minimized if the initial request is fully justified and submitted in accordance with CAO Rule 16.

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cc: Department Management Representatives  
CAO Staff

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