



# *employee relations* **BULLETIN**

February 15, 2005  
(Supercedes ER Bulletin dated April 8, 1998)

**To: Heads of All Departments  
Departmental Personnel Officers**

**Subject: ADVANCED STEP HIRING**

Section 4.90 (Section 4.901 for the Department of Water and Power) of the Los Angeles Administrative Code provides that initial appointments to any non-sworn position in City service shall be at the lowest step in the salary range for the position. Notwithstanding that provision, the chief administrative officer of a department or office may authorize initial appointments at a higher rate when it is determined that:

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

It should be noted that advanced step hiring is limited to initial appointments. Once a new employee accepts a position and is placed on the payroll at the lowest step of the salary range, advanced step hiring is no longer possible. Initial appointments cannot be undone unless there is a break in continuous City service.

Requests for advanced step hiring must be approved by the chief administrative officer of a department or office prior to placing a new employee on the payroll. In addition, the attached *Advanced Step Hiring Report* must be completed and forwarded to the CAO, Employee Relations Division, immediately upon appointment. The form is available on the City Forms intranet website.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

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# ADVANCED STEP HIRING REPORT

This form should be completed whenever a non-sworn employee is initially hired in accordance with Administrative Code Section 4.90(a) or 4.901(a). Upon completion, this form should be forwarded to:

City Administrative Officer  
Employee Relations Division  
Room 1200, City Hall East  
Mail Stop 139

DEPARTMENT

DATE OF APPOINTMENT (MM/DD/YYYY)

NAME OF EMPLOYEE

CLASSIFICATION

SALARY RANGE

STEP PLACEMENT

REASON FOR STEP PLACEMENT

DEPARTMENT CONTACT

PHONE NUMBER

DATE OF REPORT (MM/DD/YYYY)

SIGNATURE OF AUTHORIZED  
DEPARTMENT REPRESENTATIVE \_\_\_\_\_

Contact the Employee Relations Division at (213) 978-7676 for additional information