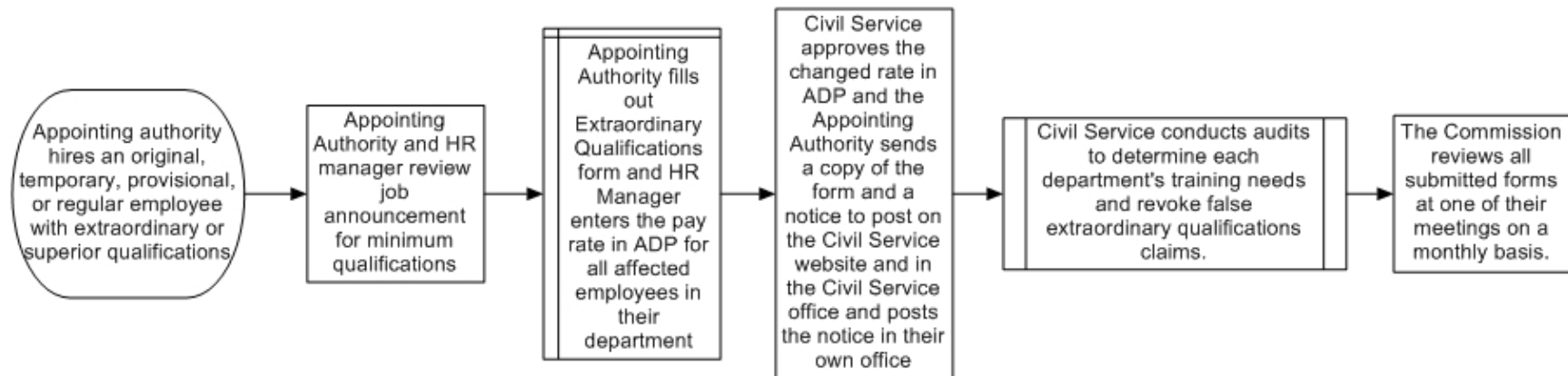


Rule IV. Section 2.7 Extraordinary or Superior Qualifications, Experience, Credentials

Subject to the revocation of the Personnel Director, an appointing authority may pay an original, temporary, provisional or regular employee a pay rate of up to the midpoint of the pay range upon appointment, subject to the following conditions and limitations:

- (a) That the appointee possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications, experience, and/or credentials required which have been verified and documented as job related, and that the amount of additional pay shall be justified based on an objective analysis of the additional financial advantage the increased hiring rate will provide to the city.
- (b) That the duties and responsibilities of a position require the employment of a person with qualifications/credentials that differ significantly from those normally required for other positions in the same class, and the persons who possess such qualifications are not readily available in the labor market at the minimum entrance rate in the pay grade;
- (c) That the pay rate is subject to review by the Civil Service Commission;
- (d) The salaries of all current probationary and permanent employees who occupy positions in the same job classification and who possess the same or equivalent qualifications, experience, and/or credentials shall be adjusted up to but not to exceed the rate granted to that employee provided that the qualifications, experience, and/or credentials are also verified and documented in the same manner as that employee. Such adjustments shall only be made on the same date that the higher pay rate is given to that employee;
- (e) The Commission shall have exclusive, final authority to validate the qualifications, experience, and/or credentials credited for purposes of this subsection;
- (f) The appointing authority must post all special rates given in a location that is accessible to all employees. The appointing authority must assure that the posting remains in place permanently or is replaced when appropriate.

Extraordinary or Superior Qualifications, Experience, Credentials Process



Extraordinary or Superior Qualifications, Experience, Credentials Example

Appropriate use of Rule IV., Section 2.7:

- An announcement is posted for ITI Technology Manager (System Administration) Position in the Information Technology Division. The announcement for the position lists the minimum qualifications requirements as:
*A Bachelor's Degree in computer science, Computer Information Systems (CIS), Geographic Information Systems (GIS), engineering, telecommunications or a closely related field from an accredited college or university **AND** two (5) years of progressively responsible experience in a data center or system environment. Work must have included provisioning, installing, configuring, operating, and maintaining system hardware, software, and related infrastructures. Two years must have been supervisory.*
- An appointing authority screens the Civil Service eligible list of 15 applicants and finds only one applicant who has 13 years of experience in systems administration and also has a related CompTIA Server+ professional certification. He offers that applicant a 10% increase above the minimum for having a specialized certification and 8 years more experience than is required by the minimum. Based upon the data provided, the objective financial analysis shows a 10% savings due to hiring of an experienced professionally certified system administrator.

Inappropriate use of Rule IV., Section 2.7:

An announcement is posted for an Accountant position in the Accounting Department. The announcement for the position lists the minimum qualification requirements as:

A Bachelor's Degree in Accounting from an accredited college or university or Bachelor's Degree in a related field with 24 hours or Accounting from an accredited college or university.

- An appointing authority is in need of an Accountant to perform accounting duties for the Accounting Department. After screening the list of 18 applicants he discovers that one of the applicant's has a law degree. The appointing authority decides to offer the position to the applicant with the law degree at 25% above the current minimum salary based on the law degree. The appointing authority offered no financial analysis to demonstrate potential savings or benefit of the new hire.
- **Reasons for revocation:**
 - The Law degree is not related to accounting work and Rule IV, Section 2.7 requires that the credentials be verified and documented as job related.
 - The appointing authority did not demonstrate that the amount of additional pay was justified based on an objective analysis of the additional financial advantage the increased hiring rate will provide to the city.

An announcement is posted for an Office Assistant I position. The announcement for the position lists the minimum requirements as:

High School Diploma. Original High School Diploma or GED issued by the State Department of Education must be presented within two (2) weeks of filing an application.

- An appointing authority needs to hire a clerical worker. He screens the current Office Assistant I Civil Service eligible list which has over 40 candidates. The appointing authority discovers that one of the candidates has a Bachelor's degree in Psychology and decides to offer that applicant 25% above the current minimum based upon the Bachelor's degree in Psychology. This amount places the salary for the newly hired Office Assistant I over 15% above the other Clerical employees in the unit who are Office Assistant IV's.
- The appointing authority offered no financial analysis to demonstrate potential savings or benefit of the new hire
- **Reasons for Revocation:**
 - Because the appointing authority has the flexibility to utilize any non-supervisory classification within the Office Assistant Series to fill the position, and because the rate of pay being offered is equal to the starting salary of Office Support Specialist, the appointing authority should have considered other-candidates on eligible lists in higher levels classifications within the Office Assistant Series, especially because candidates on the higher level clerical lists typically have more years of service. In addition, the rate of pay being offered to the Office Assistant I applicant would cause inequitable treatment among the other Office Assistants in that that unit, many of whom have many more years of clerical work experience than the Office Assistant I candidate. The individual selected would not qualify for the higher level classification within the Office Assistant series.
 - The Psychology degree is not related to clerical work and the Rule IV, Section 2.7 requires that the credentials be verified and documented as job related.
 - The appointing authority did not demonstrate that the amount of additional pay was justified based on an objective analysis of the additional financial advantage the increased hiring rate with provide to the city.

Extraordinary or Superior Qualifications, Experience, Credentials Frequently Asked Questions

1. If one of my employees has the same qualification as the person I give extraordinary pay to, do they also receive it?

Yes. See the rule for more details.

2. What happens if Civil Service determines I filled out the form incorrectly during their audit?

The employee's special assignment pay may be revoked or your department may receive training to prevent this problem in the future.

3. Can I give less than 25% to someone with extraordinary or superior qualifications, experience, credentials?

Yes. The amount you pay them should be commensurate with the extraordinary or superior qualifications, experience, credentials and how they impact your department and the city.

4. What does an objective financial analysis look like?

Some examples of objective financial analysis in support of hiring and paying hiring rate for someone with extraordinary or superior qualifications, experience, credentials include:

- A decrease in the amount of overtime
- A decrease in the number of hired contractors
- An increase in revenue (for example, giving out more tickets in the same amount of time, increasing attendance at paid NORDC programs, etc.)
- A decrease in the number of part-time or full-time positions in the department

With supporting documentation to back up your claim.

5. If one of my employees has the same qualification as the person I give extraordinary pay to, do they also receive it?

Yes. Rule IV, Section 2.7 mandates that all employees in the same job classification who possess the same qualifications receive the same pay.

6. How do I determine if other employees are equally qualified to receive the same rate of pay?

Check to see if your department has other employees within the same job classification as the employee receiving the extraordinary qualifications pay. If so, you should review the employee's personnel file and/or resume to determine if the other employees possess the same or equivalent qualifications eligible for the pay.

7. May I grant Extraordinary Qualifications pay to someone I am appointing using a temporary appointment?

Individuals employed using emergency, transient or provisional appointment types may receive extraordinary qualifications pay.

8. How much can I grant someone for extraordinary qualifications pay?

Appointing Authorities may grant pay from 1.25% up to 25% above the minimum salary for a job classification. For instance, an appointing authority may grant 10% above the minimum if the objective financial analysis performed only shows a 10% savings as a result of the hiring decision.

9. What is meant by objective analysis of the financial advantage this hiring rate will provide to the City?

The appointing authority must demonstrate that the City has gained a financial advantage based upon the hiring decision. There should be objective analysis performed that demonstrates the City's financial advantage by showing increases in revenue or reduction in costs as a result of the hiring above the minimum decision.

10. Where am I expected to post the announcement of the extraordinary qualifications pay?

You are required to post an announcement using the standard form in a central location that is accessible to all employees. You may also want to post it on your department's website or send a notice to all employees through email.

11. How do I demonstrate other applicants with similar qualifications are not readily available in the market?

You must request that the Civil Service Recruitment Division post the announcement for the vacant position. If you receive no applications for the position then this will support your claim that there are no applicants readily available in the market. However, if you receive multiple applications it may be harder to make that claim. It is important to make sure that the announcement accurately reflects the unique or extraordinary qualifications required for the position.

12. What happens if Civil Service determines I filled out the form incorrectly during their audit?

The employee's extraordinary qualifications pay may be revoked if the form is not completed or if the form is completed incorrectly.

13. When will the extraordinary qualifications pay forms be audited?

The Civil Service Department may audit this information at any time so it is important to make sure that you have completed the form and met all of the necessary criteria outlined in Rule IV, Section 2.7. If the audit demonstrates that the extraordinary qualifications pay was granted in error, the pay granted to the employee will be revoked.

14. Under what conditions can extraordinary qualifications pay be excluded?

Rule IV, Section 2.7 may not be used in the following situations:

- Where the duties and responsibilities of a position require the employment of a person with qualifications/credentials that differ significantly from those normally required for other positions in the same classification, and persons who possess such qualifications are readily available in the labor market at the minimum entrance rate in the pay grade, or
- To fill a lower level position when a higher level position is more appropriate, or
- To fill a position in a classification that has an authorized special entrance rate at 25% or above.
- When formal training is readily available to present employees, with which they might become equally well qualified as the applicant, or
- When present employees, who possess the equivalent qualifications, credentials, and/or skills could be promoted, or
- In a lateral move of a permanent, classified employee within a department or from one department to another department, or
- Upon transfer of a permanent, classified employee within a department or from one department to another department