

HIRE ABOVE MINIMUM (HAM) FOR EXTRAORDINARY QUALIFICATIONS DOCUMENTATION Authority: GC 19836

DGS OHR 906 (Rev. 10/05)

- ATTACH A COPY OF THE CANDIDATE'S SIGNED APPLICATION AND THE DUTY STATEMENT.
- THE PROPOSED SALARY MUST BE APPROVED BY THE PERSONNEL ANALYST PRIOR TO THE APPOINTMENT DATE.
- SEND THIS COMPLETED FORM AND ANY ATTACHMENTS TO:

OFFICE OF HUMAN RESOURCES
 P.O. Box 989052, MS 402
 West Sacramento, CA 95798-9052

REQUESTOR:	DATE:	RPA NUMBER:
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BRANCH/OFFICE/CLIENT AGENCY NAME:

LOCATION OF POSITION:	POSITION NUMBER:
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1. NAME OF APPLICANT:	2. CLASS TITLE:
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3. PROPOSED MONTHLY SALARY:	ALTERNATE SALARY RANGE:
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4. PROPOSED APPOINTMENT DATE:

5. PRESENT EMPLOYER:

6. PRESENT MONTHLY SALARY:
 (Attach copies of current pay statement and prior year W-2)

7. CURRENT COMPETITIVE SALARY OFFER:
 (Attach copy of offer or other confirmation)

8. EXTRAORDINARY QUALIFICATIONS
 a. EXTRAORDINARY EDUCATION:

b. EXTRAORDINARY EXPERIENCE:

9. CONTRIBUTION TO DEPARTMENT – How does the employee's extraordinary qualifications contribute to the department?

10. RECRUITMENT DIFFICULTY

- a. SCORE IN EXAMINATION FOR CLASS IN #2 ABOVE: _____ RANK ON CERTIFICATION: _____
- b. NUMBER OF ELIGIBLES ON CERTIFICATION: _____
- c. NUMBER OF CANDIDATES INVITED TO BE INTERVIEWED: _____ NUMBER OF CANDIDATES WHO WERE INTERVIEWED: _____
- d. HOW IS THE PERSON SUPERIOR TO OTHERS INTERVIEWED?
- e. HOW DOES THIS INDIVIDUAL'S EXPERIENCE AND QUALIFICATIONS COMPARE TO EMPLOYEES IN THE SAME CLASS/LOCATION?

RECOMMENDATION OF PERSONNEL ANALYST

APPROVED	REASON FOR DISAPPROVAL, OR APPROVAL OF RATE DIFFERENT THAN REQUESTED:
DISAPPROVED	

RATE APPROVED:	STEP:	ALTERNATE RANGE:
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PERSONNEL ANALYST SIGNATURE:	DATE:
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