



TITLE:	FILLING POSITIONS BASED ON EXTRAORDINARY QUALIFICATIONS / CREDENTIALS	
EFFECTIVE DATE:	October 19, 2004	
LAST REVISION:	October 26, 2007	Policy No. 6.014.1

Policy Statement

PURPOSE:

Civil Service Rule 6.5(g) provides the opportunity for agencies to hire above the normal minimum of the pay range when filling classified positions with applicants who possess extraordinary qualification beyond the minimum qualifications. This rule may be helpful with certain unique positions or positions which are difficult to fill including part-time positions, job appointments, and positions with special qualifications beyond the minimum qualifications.

POLICY:

Extraordinary Qualifications/Credentials (Civil Service Rule 6.5(g))

Subject to provisions of Civil Service Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 6 and 8 of the Civil Service Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, at his/her own discretion, pay the employee upon hiring at a rate above the minimum provided that:

1. Such superior qualifications/credentials are verified and documented as job related
2. The rate does not exceed the third quartile of the range for the affected job
3. The rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees.

The salaries of all current probational and permanent employees who occupy positions in affected jobs and possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees.

Source of Policy: HR
Related Policy: DSCS, 6.5g

Responsible Administrator: Human Resources
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA
Date: _____

Approved by: _____
Chancellor