

## INSTRUCTIONS FOR COMPLETING THE INGRADE REQUEST FORM

An Ingrade Appointment allows the County to appoint a newly hired employee to a salary step higher than the lowest step listed in the Basic Salary Plan. To appoint an employee to Step Two or Step Three, the department must complete the Ingrade Appointment Request form and submit the completed request, along with the application of the selected candidate, to ESA for approval. If the request is for appointment to Step 4 or Step 5, ESA will forward the request to OBA for final approval. Once approved, the approved Ingrade form must be attached to the ePAR of the newly hired employee.

1. Enter the following information:
  - a. Hiring Department Name, Budget Unit, and Cost Center
  - b. Name and email address of contact person submitting the Ingrade request - This may be the hiring Manager, HR Liaison, or other person who can be contacted for questions or clarification.
  - c. Name of the candidate
  - d. Desired start date - Keep ePAR deadlines in mind when entering this information to allow time for processing the request.
  - e. Position number, Job Code, and Job Title
  - f. Desired Step - Enter the Salary Step (2, 3, 4, or 5) that you would like to hire the candidate.
  - g. Enter the classification's monthly salary for each Step above Step 1.
  - h. Broad Range - Enter the classification's *hourly* salary range (low and high).
  - i. Desired Per Diem Broad Range Start - Enter the *hourly rate* that you would like to hire the candidate.
  - j. Bi-weekly amount at Hiring Step/Range - Enter the biweekly rate for the Step candidate is being hired.
  - k. Full Year Cost Difference - Enter the full year difference between Step 1 and the requested Step salary. Calculate (hourly rate x 2,080, bi-weekly rate x 26, or monthly x 12) for an entire year.

### Justifications

1. **Education** - Enter relevant education above the classification's Employment Standards. For example: Employment standards require a Bachelor's degree in Business Administration and candidate possesses a Bachelor's Degree in Business Administration and a Master's degree in Public Policy. Since the degree is related to the Bachelor's degree, enter the Master's degree in this area. OR Classification does not require a degree, but the candidate possesses a Bachelor's degree that is relevant to the position being filled, enter the Bachelor's degree in this area.
2. **Prior Experience** - Only enter experience in this area that is greater than the Employment Standards, and equivalent in scope and function, to the position being filled. For example: Classification requires two (2) years of experience in supervision of subordinate clerical staff and candidate's application demonstrates five (5) years of experience as a supervisor of clerical workers.
3. **Competency Experience** - Enter work experience in a different, but related, competency to the classification. For example: Classification is Attorney - Public Defender, and the candidate has experience as a Public Defender, but also has experience as a prosecuting Attorney, and experience in corporate law. Both the prosecuting Attorney and corporate law experience may be listed in this area.
4. **County of Santa Clara Experience** - List experience working in the County of Santa Clara only. Additionally, the experience must be the same classification, or be similar in scope and function, to the position being filled.
5. **Certification(s)** - Include certifications or licenses, that are relevant to the position being filled.

Be brief in your entries and make sure that the information is relevant to the classification being hired.



# Ingrade Appointment Request

**Department Name:** \_\_\_\_\_ **Budget Unit:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_

**Contact Information:** **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Desired Start Date:** \_\_\_\_\_

**Position No:** \_\_\_\_\_ **Job Code:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Desired Step:** \_\_\_\_\_ **Step 2 Mo:** \_\_\_\_\_ **Step 3 Mo:** \_\_\_\_\_ **Step 4 Mo:** \_\_\_\_\_ **Step 5 Mo:** \_\_\_\_\_

**Broad Range:** \_\_\_\_\_ **Desired Per Diem Broad Range Start:** \_\_\_\_\_

**Bi-Weekly Amount at Hiring Step/Range:** \_\_\_\_\_ **Full Year Cost Difference:** \_\_\_\_\_

**Justifications for appointment to higher step:**

**Education:** Education above the Employment Standards that is relevant to position

**Prior Experience:** Work experience above the Employment Standards that is relevant to position

**Competency Experience:** Work experience in a different related competency(ies)

**County of Santa Clara Experience:** Previous County experience, same or similar, to position being hired

**Certification(s):** Current certification(s) and/or systems applications relevant to position

Check all boxes that apply:

Appointment does not require additional appropriation in the current fiscal year. (4th or 5th Step Only)

Appointment does not generate ongoing cost in the next fiscal year in excess of 10%. (4th or 5th Step Only)

Applicant has not started employment prior to review and approval. (All Steps)

Application and documentation is attached. (All Steps)

**ESA REVIEW - Department to send packet:** All Ingrades

**Review Date:** \_\_\_\_\_ **Approved** **Denied** **Signature:** \_\_\_\_\_

**OBA REVIEW:** 4th or 5th Step Only

**Review Date:** \_\_\_\_\_ **Approved** **Denied** **Signature:** \_\_\_\_\_

**Upon approval by OBA, executed copies are sent to the Department. ESA maintains originals.**

**Final Approval Date:** \_\_\_\_\_ **Emailed to HR** **Emailed to Department Contact**