

DAS Directive

Directive No. **HR-D-03**
Effective Date: **09-01-2009**



To: All Appointing Authorities and Personnel Officers
From: Hugh Quill, *Director of Administrative Services*
Re: Advanced Step Appointments

PURPOSE

To establish uniform procedures and guidelines for requesting advance step appointments.

GENERAL

Section 124.15(E) of the Ohio Revised Code permits new employees to be hired at an advance step rate at the discretion of the director of the Department of Administrative Services. Promoted employees or employees who are transferred between agencies can also be placed at an advance step within the range. Such hirings and placements may be made under two conditions:

1. The employee has qualifications that are beyond the minimum qualifications required for the position and such qualifications are determined to be exceptional by the director of Administrative Services, or
2. There is a serious labor market shortage in the classification being filled which makes it extremely difficult to recruit employees at the minimum rate for the classification.

It is the policy of the state of Ohio to permit advance step appointments pursuant to section 124.15(E) of the Revised Code in a fair and consistent manner.

PROCEDURE

- A. All requests for advance step appointments should include:
 1. A letter from the appointing authority specifying the following:
 - a. The name of the person to be hired;
 - b. The PN and classification;
 - c. The step of the pay range requested;
 - d. A summary of the applicant's prior experience with specific reference to any prior state service.

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2. A brief explanation of the reason for the request, including either:
 - a. If the request is based on the exceptional qualifications of the applicant:
 - (1) a description of the applicant's qualifications for the classification under direct consideration. Such rationale should support the conclusion that those job-related qualifications are exceptional (e.g., above the minimum qualifications listed on the state specification);
 - (2) a copy of the applicant's resume, state job application and copy of the applicable position description.

OR

- b. If the request is based on recruitment difficulties:
 - (1) whether the scope of request is state wide, regional, etc.;
 - (2) the number of qualified applicants who applied, and the number of qualified applicants who declined the position due to salary;
 - (3) copies of ads placed by the agency in newspapers or professional journals and any responses from these advertisements;
 - (4) the impact to other positions in the same classification series;
 - (5) any private/public salary survey data.
3. Copies of the applicant's resume, state job application, applicable position description and EHOC, if any.

B. Standards of Review

1. Work-related experience may be substituted for core program course work in those positions where no degree is required.
2. Two years of work-related experience will be considered equal to the core program course work of an undergraduate degree. An advanced degree or work-related experience in excess of the minimum degree core program requirements may qualify as an advance step as follows:
 - a. Where a bachelor's degree core program is required a master's degree or three years directly related work experience will qualify as a step 2 advance appointment.
 - b. Where a master's degree core program is required a doctorate degree or four years directly related work experience will qualify as a step 2 advance appointment.

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- c. Work experience directly related to the minimum degree core program requirements will qualify as an advance step at a rate of one step for each year of experience.

C. Labor Market Salary Comparison

For agencies to document a pay range change as a result of recruitment/retention concerns due to labor market competition, the salary comparisons must be restricted to other entities located in the following order:

1. Columbus Area.
2. Blended metropolitan areas in Ohio (e.g., Columbus/Dayton) where offices are located.
3. Ohio.
4. Great Lakes sub-region which is comprised of Illinois, Indiana, Michigan, Minnesota, Ohio & Wisconsin.
5. North Central Region which is comprised of Illinois, Idaho, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin & Wyoming.

The rationale for the above restrictions is that in order to compare salaries of similar employees in companies and government agencies in other states and cities, the cost of living index should be comparable to Ohio. Should agencies attempt to use other states for comparison, they will have to justify such use.

ENFORCEMENT

All appointing authorities are responsible for implementing this directive and submitting requests for advance step appointments as outlined above. The Department of Administrative Services will review all requests pursuant to section 124.15(E) of the Revised Code and this directive.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

AUTHORITY & REFERENCE

ORC 124.15(E)
ORC 124.06
OAC 123:1-45-01