

**Sonoma County Superintendent of Schools  
Personnel Commission**

Advanced Step Placement Request Form  
(Merit Rule 70.200.1.C)

**Advanced Step Placement Defined:** In order to fill a vacant position with a qualified candidate an offer is made to place the candidate on the second or third step of the salary range.

**Advanced Step Placement Criteria:** An offer of advanced step placement may be made only under the following circumstances:

- a. There are exceptional circumstances impacting the recruitment such as: a limited pool of qualified candidates, high turnover in the position, insufficient number of qualified applicants, etc.
- b. A reasonable effort has been made to fill the position.
- c. The preferred candidate possesses special qualifications (above the minimum qualifications prescribed for the position).

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**To be completed by the Manager/Supervisor requesting Advanced Step Placement and submitted to the  
Assistant Superintendent of Human Resources**

Employee: \_\_\_\_\_ Job Class: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employee Group: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Current Salary Range: \_\_\_\_\_ Current Step: \_\_\_\_\_ Current Hourly Wage: \_\_\_\_\_

Advanced Step Requested: \_\_\_\_\_ New Hourly Wage: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Estimated Increased Costs (monthly): \_\_\_\_\_ Funding Source: \_\_\_\_\_

1. Exceptional Circumstances Which Warrant Advanced Step Placement:

2. Recruitment Efforts:

3. Special Qualification(s) of Candidate:

\_\_\_\_\_/\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Department Head's Signature                      Date

Employee:

**Human Resources Assistant Superintendent's Report & Recommendation:**

1. Analysis of Special Qualifications of the Candidate (which exceed the minimum for the class)

2. Analysis of Recruitment Efforts

3. Analysis of Special Circumstances

4. Recommendation:       Approve Request       Deny Request

5. Comments

\_\_\_\_\_  
Assistant Superintendent HR Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Action of the Personnel Commission:**

Approved       Denied

\_\_\_\_\_  
Personnel Commission Chair Signature

\_\_\_\_\_  
Date

Comments: