

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL**

Subject: **Advanced Step Appointment**

Number: C 11

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Approved:

Date: 01-16-03

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**I. PURPOSE**

To establish a uniform procedure for requesting advanced step appointments within the Social Services Agency.

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**II. POLICY**

Appointments shall be made at the recruiting step or lowest step consistent with hiring well-qualified applicants. Advanced Step appointments may be used when necessary to fill difficult to fill classifications or to attract a well-qualified applicant. A hiring authority may request advanced step appointments to attract outstanding candidates with special skills that would provide significant, immediate benefits to the Agency and who would not otherwise accept employment with the County of Orange.

- A. Hiring Authority/Supervisor: Completes Advanced Step Appointment Request form F0912-01-39 (R5-86), Attachment I, signs and forwards package (form and all selection materials) through chain of command to obtain required signatures. B. Division Director/Designee: C. SSA Human Resources:
  - 1. Approves, denies or modifies requested salary level. 2. If denied, returns form and package to the Hiring Authority/Supervisor. 3. If approved, forwards form and package to SSA Human Resources.
  - 4. Approves or denies requested salary level, and informs Hiring Authority/Supervisor. 5. If request is above step 7 or 2<sup>nd</sup> quartile for management appointments, prepares memo to County Executive Officer or designee for approval. 6. Makes job offer and notifies Hiring Authority/Supervisor.

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**ATTACHMENT**

Attachment I