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September 1, 2006

TO: Department Heads

FROM: Marie C. Laderta, Director 

SUBJECT: Hire Above the Minimum Pilot Project for Information Technology
Specialist IV, V and VI Positions

We are pleased to share the attached guidelines and procedures for the Hire Above the Minimum Pilot Project for Information Technology (IT) Specialist IV, V and VI.

Hire above the minimum, up to step G, has been authorized for IT Specialist IV, V and VI.

Recruitment from steps C to G began on August 20, 2006. Eligible individuals who applied for these recruitments (recruitment number 206292, 206293, 206294 or 206295) may be hired on a step from C to G based on the guidelines and procedures attached.

If you have any questions, contact Eliza Campos at 587-1019 or Joy Inouye at 587-1015.

cc: Departmental Personnel Officer

Attachments

Guidelines and Procedures for Hire Above the Minimum Pilot Project
for Information Technology Specialist IV-VI Positions

Guidelines

1. The appointing authority may elect to hire an applicant above the minimum rate when the following conditions are met:
 - The individual exceeds the minimum requirements and selective certification requirements, if applicable, and has additional creditable excess experience (see definition below); and
 - The individual's background (work experience, education, training, knowledge, skills, abilities, expected competencies and performance) qualifies him/her to perform the job well with very little orientation and training; and
 - The program can accommodate the added costs within its existing budget.

2. If the above conditions are met, the applicant's experience should be compared to the experience gained by existing workers in similar positions within the department.

It is strongly recommended that the total compensation (base pay plus shortage differential, if applicable) shall not exceed the total compensation of an incumbent in a comparable position with similar experience, education, knowledge, skills, and abilities. Skewed compensation may have a serious impact on the morale of current employees and may affect the State's ability to retain them.

3. "Creditable excess experience" means years of experience in excess of the qualifying minimum requirements, including selective certification requirements, if any;
 - that closely match the duties and responsibilities of the vacant position; and
 - where the knowledge, skills, abilities, competencies, etc. gained from the experience is transferable and directly applicable to the duties and responsibilities of the position.

Creditable excess experience may include experience gained with another employer.

Simply possessing years of IT experience shall not, in itself, be considered "creditable excess experience" and does not automatically justify hiring individuals above the minimum step. For example, previous experience as a network analyst does not qualify as "creditable excess experience" for a position that does applications programming because the duties are not a close match. In addition, experience that meets minimum qualification requirements may not necessarily be "creditable excess experience".

Experience shall be prorated if the individual performed the creditable excess experience on a part-time basis or only a percentage of time was spent performing the duties that closely match the vacant position. Experience used to meet minimum qualifications should not be double counted as creditable excess experience.

4. Employees may be placed up to the step which is applicable for the amount of their creditable excess experience.

Step	Years of Creditable Excess Experience
C	< 2
D	2 to less than 4
E	4 to less than 6
F	6 to less than 9
G	9 or more

Substitution: Relevant education, training, or certification in excess of the minimum requirements and selective certification, if applicable, may be used to substitute for up to 2 years experience with written justification on a case-by-case basis.

Procedures

1. Information Technology Specialist IV-VI positions will be advertised from the salary range minimum to the step G rate.
2. Applications will be screened and individuals interviewed.

Since selection and pay will be based on the information submitted by the applicant and responses provided during interviews, it is very important that a structured interview be conducted where each applicant is asked and evaluated on the same questions.

3. Once a selection is made, the manager *may* recommend that the applicant be hired above the minimum if the applicant meets the criteria in #1 of the Guidelines (page 1).

If the criteria is met, the applicant's experience should be assessed to determine if the individual has "creditable excess experience" as defined in #3 of the Guidelines (page 1).

4. If a recommendation to appointment above the minimum will be made, submit a completed HRD Form 395b *Request for Approval of Hire Above the Minimum Pay Rate; Information Technology Specialist Pilot Project* (attached) and the report of action on the original certificate of eligibles to the Department of Human Resources Development (HRD), confirming that the selectee is within the certification range.

The manager in conjunction with the appointing authority and personnel office is responsible for ensuring that the pay rate offered to the candidate is reasonable. The pay of incumbents in comparable positions in the department, who have similar experience, education, knowledge, skills, and abilities; should be given serious consideration before a pay rate is recommended.

5. HRD shall review the requested salary rate and respond to the appointing authority with a copy of the HRD 395c (attached).
6. Departments utilizing hire above the minimum will be required to complete a questionnaire developed by HRD to evaluate the effectiveness of the pilot program.

**REQUEST FOR APPROVAL OF HIRE ABOVE THE MINIMUM PAY RATE
INFORMATION TECHNOLOGY SPECIALIST PILOT PROJECT**

Date: _____

To: Department of Human Resources Development
Employee Classification and Compensation Division

From: _____
Appointing Authority (Print and sign)

Department

1. Request approval for hire above the minimum pay rate for:

Name _____

Class _____ Position No. _____

SR _____ Step _____ \$ _____ per month

2. Type of Appointment: _____ Probation

_____ Other _____
(Explain)

3. Attach a separate sheet and describe the background of the individual for each of the factors below that would indicate s/he can perform the job well with very little orientation and training. Be descriptive and relate the individual's background to the duties and responsibilities of the position s/he is seeking. Include quantity, quality, applicability, and/or recency of each factor; where appropriate.

- Work experience that is
 - comparable to the duties and responsibilities of the position s/he is seeking, and
 - is as pertinent to the program's needs as the experience gained by existing workers in comparable positions
- Relevant education, training, certification
- Relevant knowledge, skills, abilities
- Expected competencies and performance

4. Employer, position title and dates of employment for work that met minimum qualifications

Employer, position title and dates of employment for work that met selective certification requirements, if any

Employer, position title and dates of employment for work that is being used for years of creditable excess experience

Explain how the recommended step was determined (see #4 under Guidelines in *Guidelines and Procedures for Hire Above the Minimum Pilot Project for Information Technology Specialist IV-VI Positions*).

5. Does the recommended total compensation (base pay plus shortage differential, if applicable) exceed the total compensation of an incumbent in a comparable position in the department with similar experience, education, knowledge, skills, and abilities?

Yes _____ No _____

If yes, explain the rationale for recommending a rate higher than the incumbent's pay.

6. Calculate the additional cost and verify that the program can accommodate the added costs within its existing budget.

7. Other pertinent information:

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
Employee Classification and Compensation Division

INFORMATION TECHNOLOGY SPECIALIST PILOT PROJECT

Date: _____

To: Marie C. Laderta, Director
Department of Human Resources Development

From: Carleton Y. Taketa, Division Chief
Employee Classification and Compensation Division

Subject: Appointment Above the Minimum

Department _____

Name _____

Class _____ Position No. _____

SR _____ Step _____ \$ _____ per month

Your approval is recommended.

Carleton Y. Taketa, Division Chief

Approved

Disapproved

Marie C. Laderta, Director

Date