

CIVIL SERVICE RULE 6.5(g) HIRING RATE REQUEST FORM

Applicant Name: _____

Date: _____

GENERAL INFORMATION

Office: _____ **Section:** _____

Job Title: _____ **Requested Bi-Weekly Salary:** \$ _____

Brief Overview of Applicant's Extraordinary Skills/Credentials: _____

OVERVIEW

To be considered "extraordinarily qualified" for purposes of a 6.5(g) hiring rate in accordance with PPM #33, an individual must possess one or more of the following:

- A. **Education:** Degree in excess of that required by the Minimum Qualifications as verified by submission of an official college transcript. If sent electronically, the university must send the e-transcript directly to Jeanice Clarke at jclarke@crt.la.gov.
For example, applicant has a Master's degree as verified by the official college transcript when the job to which he/she is being appointed requires a Baccalaureate degree.
- B. **Certification:** Unexpired, job-related certification in excess of that required by the Minimum Qualifications as verified by submission of a copy of the certification.
For example, applicant is actively certified as a Certified Public Accountant (CPA) as verified by submission of the certification when he/she is being appointed as an Accountant 3, which does not require a CPA as part of the Minimum Qualifications.
- C. **Work Experience:** Experience in excess of that required by the Minimum Qualifications that:
 1. Directly relates to the job to which he/she will be employed with OLG/DCRT, and
 2. Has been verified (either verbally or in writing) by the previous employer(s).
For example, applicant has ten (10) years of building maintenance experience, which has been verified to the hiring manager by the previous employer, when the Maintenance Repairer 2 job to which he/she is being appointed requires two (2) years of experience.

A. EDUCATION

Does this applicant possess a degree **in excess** of that required by the Minimum Qualifications? (For example, Master's Degree when job requires Baccalaureate)

- No If no: Proceed to Section B., Certification, below.
- Yes If yes: 1. Type of Degree: _____ (Select Degree Type)
2. Verification Status: _____ (Select Status of Verification)

Does this applicant possess a second degree **in excess** of that required by the Minimum Qualifications? (For example, Ph.D. when job requires Baccalaureate)

- No If no: Proceed to Section B., Certification, below.
- Yes If yes: 1. Type of Degree: _____ (Select Degree Type)
2. Verification Status: _____ (Select Status of Verification)

NOTE: An official transcript (whether electronic or hard copy) for ALL degrees obtained **MUST** be submitted for verification purposes. Failure to do so shall result in the delay or denial of the 6.5g request.

B. CERTIFICATION

Does this applicant possess one (1) or more unexpired, job-related certifications **in excess** of that required by the Minimum Qualifications?

- No If no: Proceed to Section C., Work Experience, below.
- Yes If yes: 1. Name(s) of Certification(s): _____
2. Expiration Date(s) of Certification(s): _____

NOTE: Copies of applicable certifications **MUST** be submitted for verification purposes. Failure to do so shall result in the delay or denial of the 6.5g request.

C. WORK EXPERIENCE

List **verified** work experience that is directly related to the job to which this applicant is being hired.

Job-Related
Experience #1:

1. Company Name: _____
2. Job Title Held: _____
3. Employment Verification: **Written** (Attach supporting documentation) **Verbal** (Complete Section 4. below)
4. If verbally verified, provide contact information:
- | | | |
|--------------------------------|--------------------------|----------------------|
| Name of Company Representative | Job Title | |
| Phone Number | Date and Time of Contact | OLG/DCRT Verified By |

Job-Related
Experience #2:

1. Company Name: _____
2. Job Title Held: _____
3. Employment Verification: **Written** (Attach supporting documentation) **Verbal** (Complete Section 4. below)
4. If verbally verified, provide contact information:
- | | | |
|--------------------------------|--------------------------|----------------------|
| Name of Company Representative | Job Title | |
| Phone Number | Date and Time of Contact | OLG/DCRT Verified By |

Job-Related
Experience #3:

1. Company Name: _____
2. Job Title Held: _____
3. Employment Verification: **Written** (Attach supporting documentation) **Verbal** (Complete Section 4. below)
4. If verbally verified, provide contact information:
- | | | |
|--------------------------------|--------------------------|----------------------|
| Name of Company Representative | Job Title | |
| Phone Number | Date and Time of Contact | OLG/DCRT Verified By |

Job-Related
Experience #4:

1. Company Name: _____
2. Job Title Held: _____
3. Employment Verification: **Written** (Attach supporting documentation) **Verbal** (Complete Section 4. below)
4. If verbally verified, provide contact information:
- | | | |
|--------------------------------|--------------------------|----------------------|
| Name of Company Representative | Job Title | |
| Phone Number | Date and Time of Contact | OLG/DCRT Verified By |

** Attach a separate sheet if space is needed for additional job-related experience.*

NOTE: Failure to provide verification (whether written or verbal) for ALL job-related experience shall result in the delay, reduction of the approved rate, or denial of the 6.5g request.

D. OTHER COMPARABLY QUALIFIED STAFF

To your knowledge, are there any **current** staff members in the **same job title** that, **at the time of their hire date** with OLG/DCRT, possessed the same or equivalent qualifications as the applicant for which this 6.5g request has been completed?

- No If no: Proceed to Section E., Attachments, below.
- Yes If yes: Attach a separate memorandum to include:
- (1.) Applicable employee(s);
 - (2.) Current job title and salary;
 - (3.) Equivalent qualifications possessed by applicable employee(s);
 - (4.) Rational business reason for requesting, or not requesting, corresponding pay adjustments for these employees; and

(5.) If pay adjustments are requested, certification that funds are available for such.

E. ATTACHMENTS

By checking below, I certify that all required and applicable attachments have been attached hereto, as follows:

Required: *(If not attached, request will be returned without action)*

Printed LaCareers Application

As Applicable: *(If applicable attachments are not included, request will be returned without action)*

- Section A: Hard-copy official college transcript(s) Section B: Copies of Job-Related Certification(s)
- Section C: Written employment verification(s), and/or separate sheet with additional experience Section D: Documentation of Other Comparably Qualified Staff

F. CERTIFICATION / APPROVAL

Hiring Manager:

Completion of this form hereby confirms that I have verified the extraordinary qualifications necessary for Civil Service Rule 6.5g consideration.

Name (Printed): _____ **Job Title:** _____
Signature: _____ **Date:** _____

Appointing Authority:

I concur with the requested 6.5g hiring rate and request favorable consideration for such from the Human Resources Director in accordance with PPM #33.

Name (Printed): _____ **Job Title:** _____
Signature: _____ **Date:** _____

FOR HUMAN RESOURCES USE ONLY:

Minimum Qualifications: _____

Verified Credentials in Excess of Minimum Qualifications: _____

Would requested rate cause pay compression with comparable staff? Yes No

6.5g Work Tool:

_____ Total % into Pay Range _____ Bi-Weekly Minimum _____ Recommended 6.5g Bi-Weekly / HR Initials

APPROVAL: **Approved: \$** _____ **bi-weekly** **Denied**

_____ Human Resources Director's (or designee) Signature _____ Date