

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>APPROVAL OF ADVANCED STEP APPOINTMENT OF NEW EMPLOYEES</b>	<b>C-16</b>	<b>1 of 1</b>

**Policy:**

In accordance with the revised Board of Supervisors agenda procedure, the agency/department head with the prior approval of the Executive Office and the Human Resources Director, may appoint a new employee in a specified class to any step within the salary range as stated in Ordinance 440, Section 8.B.

**Procedure:**

Agency/department submits the **Request For Advanced Step Appointment Form** to the Human Resources Department with appropriate written justification. Upon action of the Human Resources Department (i.e., approval, denial, modification) the Request for Advanced Step Appointment Form is forwarded to the Executive Office and referred to the appropriate analyst who is authorized to approve as recommended by Human Resources. Upon approval, the form is returned to Human Resources for implementation and coordination with the requesting agency/department. If the Executive Office analyst disagrees with the recommendation of the Human Resources Department, the Request for Advanced Step Appointment Form is referred to the Executive Officer.

**Reference:**

- Minute Order 3.21d of 03/08/83
- Minute Order 3.33 of 11/12/86
- Minute Order 3.3 of 04/10/07