Appointing Authority: Up to and including Midpoint: ☐ **6B:** SKILLED AND PROFESSIONAL SERVICE

 Up to and including Third Quartile: ☐ **6E(1)**: SPECIAL APPOINTMENT & MANAGEMENT SERVICE

 **DBM APPROVAL REQUIRED**

**6C**: ☐ Above Midpoint – RECRUITMENT DIFFICULTY – Skilled and Professional Services(5 or less qualified applicants)

**6D**: ☐ Above Midpoint – EXCEPTIONAL QUALIFICATIONS

**6E(2**): ☐ Above Third Quartile – SPECIAL APPOINTMENT AND MANAGEMENT SERVICE

Department:       Appropriation Code:       ☐ Single Position PIN: Name of Applicant:

 ☐ Group of Positions (Blanket) Number of Positions:

Classification: Code:  SVC:       SA: ☐YES

Salary Grade: Step Requested:      Salary Amount:

Effective/Start Date: End Date (if applicable): N/A

Applicant’s Current or Most Recent Annual Salary:      Exclude bonuses and indicate amount of overtime pay, if any. 

Applicant’s signed statement which indicates      is minimum salary acceptable is: (check one) ⌧On File–Appointing Authority 6B,6D or 6E(1) **OR** ☐ Attached-DBM 6C,6D or 6E(2)

Verification of Salary (check one):

 ☐ Copy of current or most recent pay stub/W2 form attached **OR**

 ☐ Personnel Officer certifies applicant’s current or most recent annual salary is correct and written documentation is on file.

* Has the Department of Budget and Management been asked to recruit for this class?

 ☐NO  ⌧YES When:      Results (use page 2 if needed):

* Number:     and length of vacancies in this classification:
* List any factors limiting recruitment choices (use page 2 if needed):
* Number of Advertisements:     Type:      Duration:\_\_\_\_\_

* Qualified Applicants: Number responding: \_ Number interviewed:\_
* Lowest salary/step that other qualified applicants have indicated is acceptable:
* Has eligible list/roster been cleared at the requested step ☐YES ☐No-Explain: (use page 2 if needed):
* **6B/6C ONLY**: Number of employees in this classification below the requested step who may be affected by this action:0 Will your agency apply 6B(2)or 6C(3): ☐NO ☐YES (use page 2)
* **6D ONLY**: List the applicant’s qualifications as compared to other applicants, to current employees and the minimum qualifications of the classification (use page 2).
* Your department understands that 6B(2)and 6C(3)are **not** applicable to 6D actions and no other employee will have their step increased as a result of this action: **☐YES**

      \_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signature of Appointing Authority or Designee

|  |  |  |
| --- | --- | --- |
| **Department of****Budget and Management**  | Approved ☐Denied ☐Correspondence ☐ | DBM Signature Date |

## Maryland Department of Budget and Management

*Office of Personnel Services and Benefits - Division of Recruitment and Examination*

### APPLICATION OF SALARY GUIDELINE 6 – DOCUMENTATION GUIDE

If applicable, DBM recruitment results:

Factors affecting recruitment efforts:  The Office of Communications had an extraordinarily low number of qualified candidates to interview and even fewer suitable for the Content Manager position. We hope Ms. Washington’s advanced degree, writing test as part of the interview process, and meeting with the Deputy Secretary of the administration she will support is sufficient for the above midpoint salary request.

If other qualified applicants indicated that a lower salary was acceptable, explain why they were not selected for this position: *The Office of Communications had an extraordinarily low number of qualified candidates to interview and even fewer suitable for the Content Manager position. We hope Ms. Washington’s advanced degree, writing test as part of the interview process, and meeting with the Deputy Secretary of the administration she will support is sufficient for the above midpoint salary request.*

Explain why current eligible list/roster was not cleared:

**FOR 6B/6C Applications ONLY**:

If applying 6B(2) or 6C(3) as a result of this 6B or 6C action, list name, PIN and current salary/step of other employees in this classification within your department/agency/unit (insert additional rows in table or attach additional page if needed):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **PIN** | **Current Step** | **Current Salary** | **Adjusted Salary** | **Cost** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|  |  |  |  |  **Total Cost**:  |       |

 **Funding Available:** **☐ YES**

**FOR 6D Applications ONLY** (insert additional rows in table or attach additional page if needed)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications of: | EDUCATION | EXPERIENCE | CERTIFICATION/LICENSURE |
| **Applicant**      |       |       |       |
| **Classification**      |       |       |       |
| **Other Qualified Applicants** |  |  |  |
| Name:      |       |       |       |
| Name:      |       |       |       |
| Name:      |       |       |       |
| **Current employees in class:**PIN:      |       |       |       |
| PIN:      |       |       |       |
| PIN:      |       |       |       |
| PIN:      |       |       |       |
| PIN:      |       |       |       |

Comments:

  **HIRING ABOVE BASE SALARY \*\***

**You can only request to hire above base when there is demonstrated:**

**Recruitment Difficulty – Five or less candidates available for interview.**

 **OR**

**Exceptional Qualifications - Candidate of interest has exceptional qualification over all other candidates.**

**BASE – STEP 9:**

Hiring manager must obtain applicant’s current salary information, determine lowest salary/step applicant would accept not to exceed a 12% increase, and **negotiate** to the lowest acceptable step (**not desirable**). Interested marginal or unqualified eligibles on list do not block ability to offer up to step 9 regardless of their salary requirements. MDH Office of Human Resources can authorize .

**Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and a copy of their current pay stub.**

**ABOVE STEP 9 RECRUITMENT DIFFICULTY (SALARY RULE 6c):**

Must clear list of **all** eligibles rated “Best Qualified” at the requested step, i.e. no eligible deemed qualified for the PIN by the interviewer/interview panel is interested in the position who would take

a lower step than the selected eligible. If a qualified eligible is interested/available at step 9 or below, OPSB will not approve. Only OPSB can authorize above step 9. Hiring manager must **negotiate** lowest acceptable salary step with selected applicant. **Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and copy of current pay stub.**

**NOTE:** Any hiring above base via any of the above can create a potential salary equity impact to

current employees in the same program, class and level; and may require an equity adjustment. This must be evaluated prior to submission of a request to hire above base.

**ABOVE STEP 9 EXCEPTIONAL QUALIFICATIONS (SALARY RULE 6d):**

Must clear list of **all** eligibles rated “Best Qualified” and hiring manager must negotiate lowest acceptable salary with selected applicant. **Selected applicant must provide written statement stipulating inability to accept position for less than the requested step amount and a copy of their current pay stub.** Acceptable salary requirement of other interested eligibles must be obtained and documented. If hiring manager believes selected applicant has “exceptional qualifications” for the position when compared and contrasted with the other interested eligibles, such facts must be documented. It is **not sufficient merely to state the perceived** **exceptional qualities** of the selected candidate. You should also state the relative deficiencies of each of the other interested eligibles. Only the Executive Director of Office of Personnel Services & Benefits can authorize. Due to the exceptional qualification aspect of the new hire under this provision, no salary equity adjustments are applicable under this salary guideline. MDH - OHR can approve MS/SA up to step 15 and some health-related classifications up to and including step 20 following DBM guidelines.

\*\* Current State employee’s salary levels or that of reinstatements are determined by other salary rules, which may include the 6% or 12% rule.

All requests/approvals are subject to audit.

Rev. 10/2018

DBM – OPSB – RED - MS26 (revised 7/1/2009)