

State of Alaska

Request for Advanced Step Placement

Advanced step placements for initial appointments or appointments to a lower class not in the same or closely related series must be based on the exceptional qualifications of the appointee or difficulty in recruiting for the position and must be approved prior to the appointment. These criteria do not apply to promotional step placement.

1. Exceptional qualifications:

For each year of experience at a level higher than that needed to qualify for the job class and for each earned and related college degree above the degree requirement, one step above A and up to D may be authorized.

The appointee's exceptional qualifications must be demonstrated using the following criteria:

The education and/or experience of the appointee exceeds that of other candidates ranked the same or higher and the minimum qualifications;

and

The exceptional qualifications will be of particular benefit in the position.

2. Recruiting difficulties:

When difficulty in recruitment is the sole reason for considering advanced step hire, a step up to and including step D may be authorized.

Difficulty in recruiting for a position must be demonstrated by active, recent recruitment produced fewer than five interested and available applicants;

and

Advanced step placement for an appointment to a lower class not in the same or closely related series will not be approved for recruitments open to Departmental or All State Employee only.

When recruitment difficulties and exceptional qualifications exist together, higher steps up to and including the final merit step in the range may be considered.

Requests for advanced step should be submitted on an **Advanced Step Placement Worksheet**, having documented the candidates' education and experience qualifications including copies of transcripts. The analysis should include a comparison of candidates and any documentation of recruitment efforts, including advertising conducted. An advance step offer may not be made prior to the approval of the Division of Personnel Director.