Department of Personnel Administration

HIRE ABOVE MINIMUM (HAM) REQUEST

For Extraordinary Qualifications Documentation

DPA-684 (REV. 08/05)

Authority: Government Code 19836

Applicant Information

First Name _____ Middle Initial _____ Last Name _____

Civil Service Class Title _____

Salary Range $ _____ To $ _____

Proposed Monthly Salary $ _____

Alternate Salary Range _____

Anticipated Appointment Date _____

Present Employer _____

Present Monthly Salary (Attach copy of wage statement or W – 2) $ _____

Current Competitive Salary Offer (Attach copy of offer or other confirmation) $ _____

Extraordinary Qualifications

Extraordinary Education: _____

Extraordinary Experience: _____

Contribution to Department

How do the employee's extraordinary qualifications contribute to the department? _____

Recruitment Difficulty

Score on examination for class listed above: _____ Rank _____ Number of eligibles on list: _____

Number of eligibles invited to be interviewed: _____ Number of eligibles who came to interview: _____

How is this person superior to other eligibles interviewed? _____

How does this individual's experience and qualifications compare to employees in the same class/same location?

Personnel Office Recommendation

☐ Approved ☐ Disapproved _____

(Analyst/Manager) Date

Reason for Disapproval _____

☐ Approved ☐ Disapproved _____

(Personnel Officer) Date