

Mayor's Office Signature Items - Cover Page

The Human Resources Department (HR) is responsible for the review and vetting of the following signature items which require approval from the Mayor's Office:

- Appointments/Recommendations to Hire resulting from competitive recruitment processes (Supervisory Level 2-7 classifications)
- Centralized Employment Services (CES) Waiver, to include Interim Appointments
- Recommendation to Hire with promotional increases of more than 5% (All Supervisory levels)
- Salary Adjustments not related to standard merit increases

This document may be utilized as a reference for all required information to be included in the approval package. Job Offers should not be submitted through INFORMS until all required approvals have been obtained.

This form is to be completed by the Department and included as the cover page of the package. Please refer to the back of this form for more detailed information on completing the package.

Select one (1) option from each column.

SIGNATURE ITEM CATEGORY	SUBCATEGORY	APPROVAL AUTHORITY
<input type="checkbox"/> CES Waiver	<input type="checkbox"/> Intermediate Rate	<input type="checkbox"/> Mayor's Office Chief Only
<input type="checkbox"/> Appointment/ Recommendation to Hire after Recruitment (Supervisory Level 2-7)	<input type="checkbox"/> Salary Increase – Up to 5%	<input type="checkbox"/> Mayor's Office Chief AND Mayor
<input type="checkbox"/> Salary Adjustment (Excluding a Merit Increase)	<input type="checkbox"/> Salary Increase - More than 5%	
<input type="checkbox"/> Interim Appointment	<input type="checkbox"/> No Salary Increase	
<input type="checkbox"/> Other (Explain):		

Required Documents	Mark as Included (if applicable)
Memo with Justification	<input type="checkbox"/>
Personnel Change Request (PCR)	<input type="checkbox"/>
Resume	<input type="checkbox"/>
Educational Credentials (As required by minimum qualifications)	<input type="checkbox"/>
Divisional Table of Organization	<input type="checkbox"/>
Salary History	<input type="checkbox"/>
Equity Analysis	<input type="checkbox"/>

Due Diligence Acknowledgement

The _____ Department has completed the review and due diligence in conducting reference checks and/or reviewing past performance evaluations and employee records before routing this request for approval.

Checklist Completed by:			
Name		Title:	
Signature:		Date:	

Mayor's Office Signature Items - Reference Guide

Please use this chart below to reference the approvals and documents required based on the type of personnel action.

		PERSONNEL ACTION					
		Interim Appointment (Supervisory Level 2-7)	Salary Adjustment (not related to a merit increase)	Appointment/ Recommendation to Hire After Recruitment (Supervisory Level 7)	Appointment/ Recommendation to Hire After Recruitment (Supervisory Level 2-6)	CES Waiver	Promotional increase over 5% (regardless of <u>supervisory level</u> or <u>signature item category</u>)
APPROVAL REQUIRED BY							
Mayor		Yes	Yes	No	Yes	Yes	Yes
Chief (Mayor's Office)		Yes	Yes	Yes	Yes	Yes	Yes
DOCUMENTS REQUIRED							
Memo with Detailed Justification	Indicate the nature of the request (i.e. CES Waiver, Appointment/ Recruitment) in the subject of the memo and first paragraph.	Yes	Yes	Yes	Yes	Yes	Yes
Personnel Change Request (PCR)	Verify through HR, prior to routing for signatures, to ensure that applicable pay supplements and pending merit increases are considered when calculating promotional increases, accordingly.	Yes	Yes	Yes	Yes	Yes	Yes
Resume	Dates to indicate work experience should always include the specific month, at a minimum.	Yes	Yes	Yes	Yes	Yes	Yes
Educational Credentials	As required in the minimum qualifications	Yes	No	Yes	Yes	Yes	Yes
Divisional Table of Organization	Departments must include a departmental or divisional TO, <u>highlighting</u> the vacancy being filled.	Yes	Yes	Yes	Yes	Yes	Yes
Salary Review History (<i>Department may request the assistance of HR to retrieve salary history information for interdepartmental transactions</i>).	Applicable to internal candidates; must include previous two (2) year salary history – the following sources may be utilized and included as an attachment: <ul style="list-style-type: none"> • HCM- DPR SELF SERVICE- SEARCH EMPLOYEE INFORMATION (INFORMS tile) • MD_HR_EMPY_ACTION_RES_SUP (INFORMS Query) 	No	Yes	No	No	Yes	Yes
Equity Analysis	List incumbents in same/similar classifications within the department and/or County to include name, title, base salary, and hire date/tenure.	No	Yes	No	No	Yes	Yes