CAREER-BANDING

SALARY DECISION WORKSHEET

Please complete this worksheet justifying new hire salary or any salary change for current employee. For more detailed instructions please contact your Human Resources Manager or Salary Administration Specialist.

Applicant/Employee Name & Personnel Number: John Doe (PRNR if current or former state employee)	
Current Position Number: *(8 digit no.)* 60000001	**New Position Number:** *(8 digit no.)* Put new position here if filling position
Current Banded Class Title & Position Level: **Classification – NOT WORKING TITLE (Include Competency level of position)**	**Recommended Class Title & Position Level:** *(if applicable)* **Classification – NOT WORKING TITLE (Include Competency level of position)**
Current Division, Facility or School DPH/Branch/Section/Unit	**Recommended Division, Facility or School** DPH
Current Employee Competency Level: Competency as previously assessed if current employee	**Recommended Employee Competency Level:** *(if applicable)* Competency as assessed by Hiring Manager
Advertised Salary Range (if applicable): Pulled from the Vacancy Announcement	**Effective Date:** Planned - this may change based on approval timing

I. **RECOMMENDATION:** *(Current salary should reflect the individual's salary if a State employee or last salary if employed outside of State government.)*

Current Salary	Recommended Salary	% Change
$XX,XXX	$XX,XXX	X%

II. **JUSTIFICATION**: *(Explain the reason for the salary decision including competency assessment information and relevant pay factors. Explain how the pay factors affect the decision. Attach a copy of the completed competency assessment and the aggregate leveling form.)*

Candidate's demonstrated competencies are based on his interview, references and past performance. His current competencies are at the Journey level for Analytical Thinking, Communication, Customer Service and Technical Knowledge and are at the Contributing level for Planning/Organization. Overall competencies are at the Journey level.

Financial Resources: The salary is budgeted at $XX,XXX and the recommended salary is $XX,XXX.

Appropriate Market Rate: The Advanced/Journey/Contributing Market Rate is $XX,XXX but the available and budgeted salary is $XX,XXX.

Internal Pay Alignment: This salary will not create any inequities among other employees working in a similar role and responsibilities. **OR EXPLAIN REASON FOR AND PLANS TO ADDRESS INEQUITIES**

Required Competencies: Competencies required for this position are database management and analysis, manipulation of large datasets, data reporting, SAS programming skills and knowledge of cancer data. Mr. Doe has a master's degree in Epidemiology and Biostatistics and experience working in the Nevada cancer registry. His previous registry background and knowledge, education and demonstrated experience of using epidemiologic cancer data, case validation, casefinding and ascertainment of cancer cases makes him an ideal candidate for this position who will require minimum training, once hired.

III. **HUMAN RESOURCES ONLY TO COMPLETE SECTION III:**
BEACON Processing Information: *(Please reference BEACON "PA Actions & Reasons Definitions" Job Aid)*

Action_____Must Complete before submitting to DHHS   Reason____ Must Complete before submitting to DHHS

Please attach Salary Decision Worksheet, Aggregate Leveling Form and Competency Assessment (If applicable) to PCR

Immediate Supervisor's Signature:	*Must have all signatures and dates*	Date:
Authorizing Signature or Designee:	*Must have all signatures and dates*	Date:
HR Manager's Signature:	*Must have all signatures and dates*	Date: