



**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCE MANAGEMENT**



**ACCELERATED SALARY REQUEST**

POSITION INFORMATION									
DEPARTMENT:		AGENCY ID # (3 digits):							
DIVISION:		BUDGET # (4 digits):							
GEOGRAPHIC LOCATION OF POSITION:									
CANDIDATE/EMPLOYEE NAME:									
JOB TITLE:		JOB CODE:	POSITION CONTROL #:						
GRADE:	PROPOSED STEP:	PROPOSED EFFECTIVE DATE:							
<p style="text-align: center;"><b>BASIS AND JUSTIFICATION OF REQUEST</b></p> <p><input type="checkbox"/> Meet difficult recruitment problem:     <input type="radio"/> Recruitment produced less than five eligible persons who are available.     <input type="radio"/> Recruitment deemed historically difficult.</p> <p><input type="checkbox"/> Hire person with superior qualifications.</p> <p><input type="checkbox"/> Maintain an equitable relationship between employees for reasons other than seniority.</p> <p><i>Note: This request <b>MUST</b> be <u>approved</u> prior to making a job offer at an accelerated rate. The position cannot be filled prior to receipt of approval.</i></p>									
<p style="text-align: center;"><b>APPOINTING AUTHORITY CERTIFICATION</b></p> <p><i>I certify that I</i> have considered the salary requirements and qualifications of all eligible persons, ensured that the adjustment is financially feasible over the current biennium, and will maintain accurate records of this request.</p> <table style="width: 100%;"><tr><td style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;">FISCAL REPRESENTATIVE</td><td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</td></tr><tr><td style="border-bottom: 1px solid black; padding-bottom: 5px;">DEPARTMENT DIRECTOR OR DESIGNEE</td><td style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE</td></tr><tr><td style="border-bottom: 1px solid black; padding-bottom: 5px;">HUMAN RESOURCES REPRESENTATIVE</td><td style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE</td></tr></table>				FISCAL REPRESENTATIVE	DATE	DEPARTMENT DIRECTOR OR DESIGNEE	DATE	HUMAN RESOURCES REPRESENTATIVE	DATE
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<p style="text-align: center;"><b>GOVERNOR'S FINANCE OFFICE COMPLETION</b></p> <p><i>I certify that</i> the adjustment is financially feasible through the current biennium.</p> <p><input type="checkbox"/> APPROVED                      <input type="checkbox"/> DISAPPROVED</p> <table style="width: 100%;"><tr><td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">BUDGET ANALYST</td><td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</td></tr></table>			BUDGET ANALYST	DATE	<p>Comment:</p>				
BUDGET ANALYST	DATE								
<p style="text-align: center;"><b>DIVISION OF HUMAN RESOURCE MANAGEMENT COMPLETION</b></p> <p><input type="checkbox"/> APPROVED                      Effective Date: _____ <input type="checkbox"/> DISAPPROVED</p> <table style="width: 100%;"><tr><td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">DHRM ADMINISTRATOR OR DESIGNEE</td><td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</td></tr></table>			DHRM ADMINISTRATOR OR DESIGNEE	DATE	<p>Comment:</p>				
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