

INDIAN HEALTH SERVICE
SUPERIOR QUALIFICATIONS AND SPECIAL NEEDS PAY-SETTING FORM
PROCEDURES AND REQUIRED DOCUMENTATION

The IHS follows the guidance in [HHS Instruction 531-1: Setting Pay Based on Superior Qualifications and Special Needs](#). The IHS does not place any additional restrictions on the use of this pay-setting authority beyond what is described in detail in the HHS Instruction. This IHS form shall be used to document the appropriate use of this pay-setting flexibility and state the required documentation needed in IHS pay-setting cases.

Selectee Name: _____

Target EOD: _____

Position/Pay Plan/Series/Grade: _____

Proposed Step: _____

Eligibility

Is this the candidate's first appointment (regardless of tenure) as a General Schedule civilian employee of the Federal government? OR

Is this a General Schedule reappointment after a break in service of at least 90 days from the last period of civilian employment with the Federal Government? A 90-day break in service is not required if the candidate's civilian employment in the past 90 days was time-limited or otherwise non-permanent.

Superior Qualifications or Special Needs Determination

The rate of pay for an employee can be set above the minimum rate of the grade when the candidate has superior qualifications and/or the candidate fills a special IHS need. Check the box of the criteria used and fill in the basis for why **one or both** of the criteria are met.

Superior Qualifications of the Candidate – Consider one or more of the following factors: 1) the candidate's relevant skills, experience, and education; 2) the quality of the candidate's accomplishments compared to others in the field; or 3) other factors that support a superior qualifications determination. Provide a short response (2-3 sentences) supporting a higher rate of pay:

Special Need of the Agency - The skills and competencies of the candidate are relevant to the requirements of the position and are essential to accomplishing the [agency mission](#) or an important goal or program activity. Provide a short response (2-3 sentences) on the agency's special need for the candidate's relevant skills and competencies:

Pay Rate Determination

Consideration **must** be given to similarly qualified employees who have been newly appointed to positions similar to the candidate's position. For instance, consider employees in the same occupational series, grade level, organization, or geographic location. Provide a short response (1-2 sentences) on the consideration given to this requirement.

Consideration **must also** be given to one or more of the following factors. Check the boxes of factors used to determine the candidate's rate of basic pay:

The level, type, or quality of the candidate's skills or competencies

Differences between Federal and non-Federal salaries (Salary survey data may be referenced on the IHS OHR intranet [here](#))

Labor market conditions/availability and quality of candidates

Success/lack of success of recent recruitment efforts

Recent turnover in the same or similar positions

Importance/criticality of the position and the effect if it is not filled or if there is a delay in filling it

Desirability of the geographic location, duties, or work environment for the position

IHS workforce needs, as documented in the strategic human capital plan

Other relevant factors:

Special note: Consideration **MUST NOT** be given to the candidate's salary or other compensation history (i.e., current salary, prior salary, bonuses, etc.) or competing job offers. Non-Federal salary history or job offers can vary between equally qualified candidates. In order to advance pay equity, this factor may no longer be considered.

Consideration of a Recruitment Incentive

In determining whether to use this pay-setting authority and the level at which to set pay, consideration must be given to the possibility of authorizing a recruitment incentive instead of, or in addition to, an advanced rate of pay. Provide a brief explanation (2-3 sentences) for offering an advanced step instead of, or in addition to, a recruitment incentive:

Documentation

The following documents must be attached to this request and transmitted to the Approving Official/Hiring Manager for review and signature:

1. Candidate resume
2. Position Description, including OF-8 cover sheet
3. Salary survey data, if used to support the pay rate determination

Documents that are not necessary to include in the request package:

- Candidate's transcripts, licenses, or certifications
- Documents in position description packages other than OF-8 cover sheet & PD (Evaluation Statement, Position Designation Record, FLSA Checklist, etc.)
- Job Opportunity Announcement
- Copy of the certificate of eligibles

Documentation must be retained for a minimum of three full years.

Approvals

Approving Official/Hiring Manager: _____

(Hiring Manager also certifies funds availability)

Reviewing Official/Branch Chief, Talent Acquisition Division, OHR: _____