

**INDIAN HEALTH SERVICE
SUPERIOR QUALIFICATIONS/SPECIAL NEEDS PAY SETTING CASE**

Candidate:

Proposed Effective Date:

HR Case Contact:

Eligibility

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

Is this a reappointment after a break in service of at least 90 days from the last period of civilian employment with the Federal government? No 90-day break in service is required if the candidate's civilian employment with the Federal government during the 90-day period immediately preceding the appointment was limited to a time-limited or non-permanent appointment

The Area must address the following criteria in writing:

Superior Qualifications or Special Needs Determination

Describe the candidate's superior qualifications. Consider candidate's experience, education, accomplishments, or other factors that support superior qualifications. The qualifications must be relevant to the requirements of the position being filled. **OR**

Describe how the candidate will fill a special IHS need and how the candidate's qualifications are relevant to the position and are essential to accomplishing an IHS goal or program activity.

Pay Rate Determination: To determine the GS step, the following must be considered:

The step at which pay has been set for employees with similar qualifications (based on the level, type, or quality of the candidate's skills or competencies or other qualities and experiences) and who have been newly appointed to positions that are similar to the candidate's position (based on the position's occupational series, grade level, organization, geographic location, or other job-relevant factors), if applicable; **AND**

One or more of the following:

- The level, type, or quality of the candidate's skills
- Differences between Federal and non-Federal salaries
- Existing labor market and availability/quality of other candidates for position
- Success of recent recruitment efforts
- Recent turnover in the position
- Importance/criticality of the position
- Desirability of geographic location, duties, or work environment for the position
IHS workforce needs
- Any other relevant factors, except the candidate's salary history (existing salary or prior salary) or a salary from a competing job offer may **NOT** be considered.

Consideration of Recruitment Incentive

Describe why an advanced step is being given in lieu of a recruitment incentive or in addition to a recruitment incentive.

Documentation Needed for Case File

Selecting Official's and HR Director's/Designee's signature
Excerpt of salary survey data if used to support the selected GS step
Candidate's resume
Position Description, including signed OF-8 coversheet.

References: 5 USC 5333, 5 CFR 531.212, HHS Instruction 531-1, OPM Fact Sheet