

Management Classification and Compensation Plan (MCCP)

New-Vacant Range B or C Appointment

Employee Name	Employee ID #	MCCP Class #
Click here to enter text.	Click here to enter text.	Click here to enter text.
Start Work Date	Annual Base Salary	Position Working Title
Click here to enter text.	Click here to enter text.	Click here to enter text.
Request to Fill #	Salary Range	Department
Click here to enter text.	B <input type="checkbox"/> C <input type="checkbox"/>	Click here to enter text.

Placement in Range B or C is subject to the approval of the Department of Human Resources.

Please select the applicable justification(s) supporting the request and provide related information. Departments are required to clearly articulate a detailed, objective, and factual analysis that supports the rationale for the request.

Further, departments must evaluate the compensation of other employees in the same classification performing the same work. Such employees should only be paid differently if it can be validated by one of more of the following business related reasons:

- Performance/ merit
- Education/ training
- Experience
- Seniority

Applicable Justifications (select all that apply)			
Special Skills <input type="checkbox"/>	Recruitment/Retention <input type="checkbox"/>	Time Limited <input type="checkbox"/>	Internal Equity <input type="checkbox"/>

Related Information Supporting Range B/C Appointment

Click here to enter text.

Please submit this form along with additional supporting documents to the Department of Human Resources, Classification and Compensation Division, via email to Monica.Guzman@sfgov.org.