



OTHER THAN "A" STEP REQUEST

The Board of Supervisors, on November 13, 1990, asked to receive consistent information from Department Heads who request to hire a new employee at other than "A" step of the classification range. Board policy cites that "A" step is the normal and desired starting point in a classification unless compelling* reasons exist to start an individual at a higher step.

*Please note that the Board has previously provided direction that a pay disparity between Tehama and other counties is not, in and of itself, a sufficient compelling reason to start an employee at higher than "A" step.

FROM: Jennifer Crane, Accountant I
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Animal Regulations Officer at other than "A" step.

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form along with the Agenda Request Form to the Personnel office, allowing sufficient time for review and approval/disapproval prior to the anticipated hiring date. Requests for "C" step or above will be referred to the Board of Supervisors on the regular agenda for their consideration. Requests for "B" step will be placed on the consent agenda for approval.

1. \$ 20.50 Step 1 Request: \$ 21.52 Step 2

2. Total applications received during recruitment for this position: 23
Total number of "qualified" applicants: 4

3. Justification for requesting higher step than A:

The applicant's qualifications and experience exceed entry-level placement due to their extensive hands-on background in animal care, livestock management, and leadership developed through years of agricultural involvement and community-based programs.

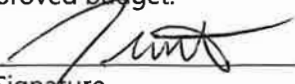
The applicant possesses more than three years of animal handling experience, including substantial knowledge of the care, management, and safe handling of both bovine and equine species. While employed on an active cattle ranch, the applicant gained practical experience in cattle handling, herd management, and livestock care, developing the skills necessary to safely work with large animals in a variety of environments. Additionally, the applicant worked at a horse training facility where they were responsible for supporting the health, care, and exercise routines of horses, further strengthening their equine management and handling abilities.

The applicant also participated in local 4-H programs for seven (7) years and the Future Farmers of America (FFA) program for four (4) years, where they developed valuable animal husbandry, leadership, project management, and organizational skills through the successful raising and exhibition of market livestock. Through participation in competitive rodeo and livestock judging activities, the applicant further demonstrated strong situational awareness, sound decision-making abilities, and the capacity to remain composed and effective in high-pressure environments.

The combination of their training and experience justifies the increase to Step 2. The hiring of this employee is a benefit to the Tehama County Sheriff's Office and the community we serve.

4. How has the Department budgeted for this additional cost?

The department has budgeted for this position as part of the position allocation list and will not place the department over approved budget.

A handwritten signature in black ink, appearing to be "J. Smith", written over a horizontal line.

Department Head Signature