



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:
Supervising Communications Dispatcher 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. \$ 29.69 Step A Range 34 Request: \$ 36.09 Step E Range 34

2. **Total applications received during recruitment for this position:** 3
Total number of "qualified" applicants: 3 – 2 Applicants withdrew prior to testing.

3. Justification for requesting higher step than A:

The selected candidate brings extensive experience and knowledge developed during more than seven years of employment with a local allied agency's dispatch center. Their advanced technical skills, in-depth understanding of emergency communication systems, training and supervisory background, and proven ability to revise countywide operational protocols place this individual well above the standard scope of a Supervising Communications Dispatcher. Their contributions have directly improved interagency coordination, enhanced public and responder safety, and strengthened the long-term operational capacity of the Sheriff's Office.

The candidate has played a critical role in staffing and workforce development by organizing and conducting new hire testing, administering radio proficiency assessments, and providing hands-on training to new dispatchers. In addition to emergency communications expertise, the candidate demonstrates strong technical and administrative proficiency, including processing sensitive information and ensuring compliance with law enforcement standards. They have further distinguished themselves by revising essential operational protocols such as the Tactical Dispatch Standard Operating Procedures (SOP), the Dispatch Training Manual, Fire Dispatch quick reference protocols, Volunteers in Partnership with the Sheriff (V.I.P.S.) bylaws, and Front Office message intake procedures. These protocols have increased efficiency, improved consistency, and elevated the effectiveness of dispatch operations.

The combination of this candidate's training, experience, and demonstrated leadership justifies placement at Step E. Their hiring is a significant benefit to the Tehama County Dispatch Center and the community we serve. This position is historically difficult to fill, as many applicants either lack the required experience or do not pass the background investigation. Denial of this request risks losing a highly qualified candidate whose expertise and proven leadership are vital to maintaining the effectiveness of our emergency communications system.

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 the approved budget.

I hereby certify that to the best of my knowledge, the information provided above is a true and accurate representation of all the material facts which should be considered with this request.


Department Head