



## 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:  
Dietary Cook 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. \$ 18.57 Step 1 Request: \$ 19.50 Step 2  
2. Total applications received during recruitment for this position: 4  
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The selected candidate brings extensive experience in food handling, inventory management, and line cooking. She has been working at the Tehama County Jail through Express Personnel since May 2025, serving as a Dietary Cook. During her time at the jail, she has demonstrated a strong work ethic and professionalism. The candidate has also expressed genuine job satisfaction and a clear interest in becoming a permanent member of the team.

Prior to her current role, the candidate coordinated a food pantry operation at a local church for five (5) months, where she was responsible for food handling, managing inventory and reporting to Dignity Health. The candidate gained valuable experience during their time as a line cook for ten (10) months where she showed great team dedication by filling in where she was needed at the time whether it be working with customers as a cashier/waitressing, cooking in the back on the line, or sanitizing the cooking equipment. The candidate also has two (2) months of food handling experience with a local meat processing company where they packaged meat and other products for customer orders. She also has valuable experience with data entry and database organization, contributing to efficient and accurate recordkeeping.

In addition to her practical experience, the candidate holds current certifications in CPR and as a California Certified Food Handler, further supporting her qualifications for this position.

The combination of their training and experience increases justifies the increase to Step 3. 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.

  
Department Head Signature