



## 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.

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FROM: Dave Kain, Sheriff-Coroner  
TO: Board of Supervisors/Personnel Office  
RE: Request to hire an applicant in the following classification:  
Sheriff's Records Supervisor 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. \$ 26.77 hr Step 1 Range 31 Request: \$ 28.10 hr Step 2 Range 31

2. Total applications received during recruitment for this position: 3  
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The candidate selected for this position has over 21 years of extensive experience working for the Tehama County Sheriff's Office as Sheriff's Service Officer II. This candidate currently fills the role of senior Service Officer, Training Coordinator, and Supervisor. The candidates' areas of responsibility include Records, Livescans, Equipment Manager, Concealed Weapons Permits, Public Records, Signing off reports, CLETS, and Offender Registrations. The candidate has completed the Records Supervisor Course of training. The candidate also spent 6 years working as a Deputy Sheriff. Total work experience for Tehama County and the Sheriff's Office exceeds 28 years. The candidate's training and experience exceeds the minimum qualifications of the classification and justifies placement at Range 31, step 2 within the Deputy Sheriff Association (DSA).

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.

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Department Head Signature

