



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: Assessor
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Assessment Clerk I 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. \$ 17.24 Step A Request: \$ 20.96 Step E

2. Total applications received during recruitment for this position: 20
Total number of "qualified" applicants: 11

3. Justification for requesting higher step than A:

-Applicant has four years of experience as a veterinary assistant, including customer file management, accounts payable, answering phones, inventory management, legal forms completion, State law regulatory compliance. Drug log accuracy and maintenance.

-five year experience in various office and recipients positions handling customers, answering phones, directing customer needs, managing schedules, mail receiving and sorting, cash handling, records creation, report review, data entry, updating data, decision making, making recommendations to management, use of general office equipment, office 365 software, and job specific programs.

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

Vacant position funds are held by the Auditor in a specific account for this purpose. This change is new to the budget for 2025-2026.

A handwritten signature in black ink, appearing to read "Brad Miller", is written over a horizontal line.

Department Head Signature