



## 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: Tehama County Assessor  
TO: Board of Supervisors/Personnel Office  
RE: Request to hire an applicant in the following classification:  
Transfer Analyst 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. \$ 23.77 Step A Request: \$ 26.21 Step C
2. Total applications received during recruitment for this position: 23  
Total number of "qualified" applicants: 11
3. Justification for requesting higher step than A:

Candidate meets all experience and educational requirements for the Transfer Analyst position. She has completed 12 (twelve) years of experience in a local title and escrow company. Candidate meets all State Board of Equalization certification requirements for employment with the county.

4. How has the Department budgeted for this additional cost?  
The position is budgeted as part of the contingency fund associated with the open Transfer Analyst position allocated within the Assessor Offices PAL Allocation. The position was previously budgeted at a higher step which will result in a savings to the general fund.

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

---

Department Head Signature