

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.*

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FROM: Health Services Agency/Fiscal Data Division

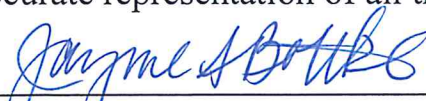
TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification –
Office Assistant II

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form to Personnel (allowing sufficient time prior to the anticipated hiring date). Requests for "C" step or above will be referred to the Board's Personnel Committee for recommendation to the full Board.

- 1) Range 12 Range 12
\$ 17.24 /hr "A" Step Request \$ 18.11 /hr "B" Step
- 2) Total applications received during the recruitment for this position? 17
Total number of "qualified" applicants? 14
- 3) Would this individual accept the position at A Step? No
- 4) Justification for requesting higher than Step A.
- a. Candidate has over 12 years of experience in office and administrative support.
- b. Candidate's experience covers a wide range of customer service settings, data collection, data entry, website revisions, managing of data bases, as well as helping with various IT issues, which gives him a variety of skills suited for office support.
- c. The candidate's most recent position has allowed him to gain experience working in the field screening consumers from underserved populations for waitlists and placements for housing programs. This experience will be instrumental working in the Health Services Agency.
- 5) How has the Department budgeted for this additional cost?
 Funds are budgeted in the Fiscal Year 2025-2026 proposed budget for this position, as well as salary savings.

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



Jayme S. Bottke, Executive Director