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.*

FROM: Health Services Agency/Fiscal Data Division
TO: Board of Supervisors/Personnel
RE: Request to hire in the following classification – Psychiatric Aide 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 11 $ **16.82 /hr** "A" Step Range 11 Request **$17.67 /hr** "B" Step

2) Total applications received during the recruitment for this position? 5
Total number of "qualified" applicants? 4

3) Would this individual accept the position at A Step? No

4) Justification for requesting higher than Step A.

a. Candidate has roughly 10 months of experience working in a County environment, with 6 of those being with the Health Services Agency as a temporary staff in our Behavioral Health department as a Psychiatric Aide. Candidate has completed the Medi-Cal Mobile Crisis Training and Technical Assistance Center (M-TAC) trainings required by the State to provide Mobile Crisis services. This position specific training will allow the candidate to be ready to provide billable services immediately which is a tremendous benefit to the agency.

b. In addition, the candidate has two years of experience working with homeless and underserved population by working in a homeless shelter as a Client Support Specialist where he performed intakes, discharges, and maintained the organization of the shelter including de-escalation of conflicts.

c. This position has been in a continuous recruitment since 2024 and has had high turnover rate.

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

Jayme S. Bottke, Executive Director