



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: Jennifer Crane, Accountant I
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Animal Regulations Officer 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. \$ 19.90 Step 1 Request: \$ 20.90 Step 2
2. Total applications received during recruitment for this position: 12
Total number of "qualified" applicants: 8

3. Justification for requesting higher step than A:


The applicant's knowledge and experience exceed entry level placement. The applicant was in the Tehama County Explorers Program for 2.5 years where they aided during special events and fundraisers, participated in trainings and meetings, and rode along with deputies. The applicant also assisted in jail operations where they helped the public.

The applicant also has 3 years of experience working with large animals and cared for a variety of avians through family ownership. The applicant was part of the local 4H club for 4 years where they learned valuable animal husbandry skills such as how to treat diseases in livestock and what vaccines are necessary. The applicant also learned valuable skills in leadership, project management and responsibility while they raised market animals such as lambs and goats.

The combination of their training and experience justifies the increase to Step B. The hiring of this employee is a benefit to the Tehama County Sheriff's Office and the community we serve.

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 approved budget.


Department Head Signature