



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 Administration
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Staff Analyst 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. \$ 27.43 Step A Request: \$ 30.25 Step C
2. Total applications received during recruitment for this position: 15
Total number of "qualified" applicants: 7

3. Justification for requesting higher step than A:

The candidate has extensive County employment experience, including working as an Analyst in another local County. This candidate ranked highly in the recruitment process, and has relevant skills to immediately fill anticipated specialized needs in the department with an upcoming vacancy. The increased starting salary was negotiated based on the candidate's experience, skills, and background, which far exceed those of an entry-level employee.

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

The annual base salary for this 1.0 FTE position at Step C is \$62,920.00, \$5,865.60 greater than Step A. The Department has sufficient funding budgeted for appointment at Step C for the fiscal year 2024/25.



Department Head Signature