

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: Pamela Gonzalez, Chief Probation Officer

TO: Board of Supervisors/Personnel Office

RE: Request to hire Applicant in the following classification:
Deputy Probation Officer II 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 "2" step will be placed on the consent agenda for approval.

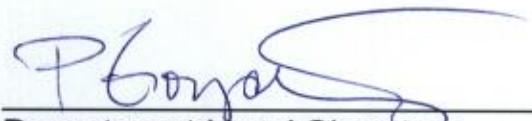
1. \$28.96/hr. - "A" Step Request \$31.93/hr. - "C" Step

2. Total applications received during recruitment for this position: 18
Total number of "qualified" applicants: 8
3. Would this individual accept the position at A step? No
4. Justification for requesting higher Step than A:
 - a. Applicant for Deputy Probation Officer II position has a total of four (4) years, nine (9) months experience in Probation. The applicant previously worked for Siskiyou County Probation Department and held the position of Senior Deputy Probation Officer. Applicant has his certificates in Juvenile Corrections Officer Core, Probation Officer Transfer Academy, and PC832 Firearms. Applicant has experience supervising probation and Pre-Trial clients, writing pre-sentence reports for the Court, and serving as a rotating Court officer. This applicant will make a great addition to the Probation Department team with his knowledge in both probation field services and juvenile institutions. We will be able to utilize him in all areas of probation.

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

Due to new vacancies in FY 25-26, the previously budgeted amount for Salaries & Benefits in Budget Unit 2037 will cover this additional cost

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



Department Head Signature