



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:
Correctional Deputy 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. \$ 25.60 Step 1 Request: \$ 28.22 Step 3
2. Total applications received during recruitment for this position: 25
Total number of "qualified" applicants: 7

3. Justification for requesting higher step than A:

The selected candidate brings a diverse and well-developed skill set supported by over seven years of combined service with the United States Army and allied law enforcement agencies. This experience reflects a strong foundation in public service, operational coordination, and community engagement. The candidate has demonstrated significant expertise as a Homeless Liaison Officer, serving as a primary point of contact for homelessness-related issues. In this role, they collaborated effectively with local government agencies, community stakeholders, and nonprofit organizations to coordinate encampment clean-ups and conduct proactive outreach and engagement. Their efforts directly supported connecting individuals experiencing homelessness with critical services, including medical and mental health care, housing resources, substance abuse treatment, and family reunification.

In recognition of these contributions, the candidate was awarded "Civilian Employee of the Year" in 2024, underscoring their initiative, professionalism, and measurable impact. The candidate has also supervised inmate work release crews, demonstrating the ability to manage compliance, accountability, and safety in a custodial-related environment. Additionally, the candidate has experience responding to calls for service, including traffic collisions, theft reports, and citizen complaints, further supporting their operational readiness. Their involvement in departmental social media and unmanned aerial response teams highlights strong communication skills, technical aptitude, attention to detail, and sound judgment. The candidate was also the recipient of a Commendation Award from the Redding Police Department for outstanding service.

The combination of their training and experience justifies the increase to Step 3. 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?

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