



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 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. \$ 28.26 Step 1 Request: \$ 34.35 Step 5
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 over twenty years of law enforcement experience with allied agencies, including service as a juvenile detention officer, correctional officer, and code enforcement preservation officer. This background reflects a well-rounded foundation in custody operations, regulatory enforcement, and community safety. The candidate has held key operational and leadership-support roles, including Jail Training Officer and Use of Force Instructor, demonstrating advanced proficiency in staff development, policy compliance, and critical incident response. They have contributed to the daily management of a correctional facility and routinely collaborated with outside agencies during large-scale operations, emergencies, and natural disasters.

In custody operations, the candidate has extensive experience with inmate transportation, evidence handling, and comprehensive report writing. The candidate successfully managed inmate classification and housing for a population of approximately 400 inmates, conducting detailed assessments involving criminal history, medical and mental health considerations, gang affiliations, sex and arson registries, co-defendant separation, and court status to ensure safe and compliant housing determinations.

The candidate has successfully completed the following training courses: Adult Corrections Officer CORE, PC 832 Arrest and Firearms, and POST Defensive Tactics Instructor, in addition to an Associate's degree in Administration of Justice.

Based on the candidate's depth of experience and training, it justifies the increase to step 5. 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.

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