

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.

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FROM: Health Services Agency/Public Health

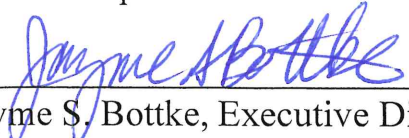
TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification – Fiscal/Data Supervisor – At Other Than A Step

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form to Personnel (allowing sufficient time prior to the anticipated hiring date). Requests for "C" step or above will be referred to the Board's Personnel Committee for recommendation to the full Board.

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| 1) | Range 40 (Joint Council)<br><u>\$34.43/hr</u> "A" Step | Range 40 (Joint Council)<br>Request <u>\$37.96/hr</u> "C" Step |
|----|--|--|
- 2) Total applications received during the recruitment for this position? 8  
Total number of "qualified" applicants? 5
- 3) Would this individual accept the position at A Step? No
- 4) Justification for requesting higher than Step A.
- a. Candidate has over five (5) years of experience performing full cycle governmental accounting tasks for the County of San Luis Obispo.
  - b. Candidate has over six (6) years of supervisory experience in a medical office and possesses expertise in medical billing and accounting operations.
  - c. Additionally, this candidate has valuable knowledge of budget creation, accounts payable, and general ledger operations in the private and public sector that are directly related to this position.
- 5) How has the Department budgeted for this additional cost?
- Costs are allocated in current budget year. The department will have salary savings in excess to cover this cost.

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

  
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Jayme S. Bottke, Executive Director