



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.

FROM: Veterans Services Officer
TO: Board of Supervisors/Personnel Office
RE: Request to hire an applicant in the following classification:
Office Assistant 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 "B" step will be placed on the consent agenda for approval.

1. \$ 16.74 Step A Request: \$ 17.58 Step B

2. Total applications received during recruitment for this position: 7
Total number of "qualified" applicants: 4

3. Justification for requesting higher step than A:

The selected candidate for this position has more than two years of Office Assistant experience. The candidate also has been fully trained in this specific position and has been working in the position as OA II Part Time Extra Help for six months. This experience includes understanding and utilization of Google Drive and Email, Outlook, Word, Power Point, Excel, Access, and Vet Pro. The candidate's experience also includes interacting with customers and other departments, both on the phone and in person. The candidate's training and experience exceeds the minimum qualifications of the classification and justifies placement at Range 12, step 2.

The Personnel Office has reviewed the candidate's qualifications and is in agreement with placement at Salary Range 12, Step 2 upon successful completion of all pre-employment requirements.

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

The funds for this position are currently budgeted in the FY 2024-2025, Budget Unit 5060.

Shawn Borden

08/30/2024

Department Head Signature