



## 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.

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FROM: Teresa Curiel, Department of Social Services Director  
TO: Board of Supervisors/Personnel Office  
RE: Request to hire an applicant in the following classification:  
Account Clerk III 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. \$ \$19.42 Step A Request: \$ 23.60 Step E
2. Total applications received during recruitment for this position: 9  
Total number of "qualified" applicants: 6
3. Justification for requesting higher step than A:

Social Services has found a well-qualified applicant for the position of Account Clerk III.

The Department of Social Services requests placement at Other Than A Step, Range 19, Step E for an Account Clerk III. Our candidate exceeds the minimum qualifications of this position with their relevant experience as a Billing Supervisor, Bookkeeper, and a Front Office Manager. The candidate has many applicable skills including but not limited to: accounts payable, accounts receivable, invoicing, reconciling accounts, etc. She has over 11 years of comprehensive professional experience performing duties that are relevant to the position.

The Department has struggled to recruit and retain qualified candidates in the Account Clerk series for a number of years. If this action is not approved, the Department will lose an opportunity to hire a highly qualified applicant.

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

Appropriate funding is in the agency's budget to cover this expenditure. The bi-weekly salary for the position Range 19 Step A is \$1,553.60 (\$19.42 hourly). The increased cost from A to E is

approximately \$8,694.40 in annual salary. The department has sufficient funds budgeted for this position. There is no impact to the General Fund.

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

  
Department Head Signature