

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/Fiscal Data Division

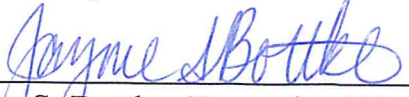
TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification –
CASE RESOURCE SPECIALIST I

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.

- 1) Range 22 Range 22
\$22.07 /hr "A" Step Request \$23.18 /hr "B" Step
- 2) Total applications received during the recruitment for this position? 7
 Total number of "qualified" applicants? 3
- 3) Would this individual accept the position at A Step? No
- 4) Justification for requesting higher than Step A.
- a. Candidate has a Bachelor's Degree in Criminal Justice and over one year of County experience working as an Assistant Social Worker in children's services.
- b. Candidate's experience includes carrying caseloads, writing reports, sending out referrals, and possesses interviewing skills with special needs population. Additionally, the candidate is bilingual.
- c. Candidate is currently in a Master's Program to become a Licensed Clinical Social Worker.
- 5) How has the Department budgeted for this additional cost?
 Funds are budgeted in the Fiscal Year 2025-2026 proposed budget for this position, as well as salary savings.

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.



Jayme S. Bottke, Executive Director