



## 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: Jessica Martinez, Director of Planning

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:  
Planner IV 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. \$ 37.08 Step A Request: \$ 45.07 Step E Range 43

2. Total applications received during recruitment for this position: 2

Total number of "qualified" applicants: 2

The second individual pulled their application prior to the interview as they received another job offer.

3. Justification for requesting higher step than A:

The selected candidate has over 20 years of experience in Planning. He has a bachelor's degree from Chico State and completed half the required credit for a master program. The applicant is AICP (American Institute of Certified Planners) certified.

The combination of years of experience, AICP certification and education justifies the increase to step E.

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

The Planning Department has been understaffed and filling the Planner IV position at E step would not place the department over approved budget.

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Department Head Signature