

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.

FROM: Pamela Gonzalez, Chief Probation Officer

TO: Board of Supervisors/Personnel Office

RE: Request to hire Applicant in the following classification:
Legal Secretary I 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 "2" step will be placed on the consent agenda for approval.

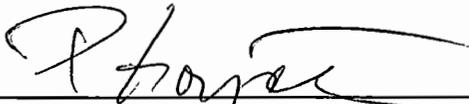
1. \$20.00/hr. - "A" Step Request \$24.31/hr. - "E" Step
2. Total applications received during recruitment for this position: 10
Total number of "qualified" applicants: 10
3. Would this individual accept the position at A step? No
4. Justification for requesting higher Step than A:

a. Applicant for Legal Secretary I position has a total of five (5) years experience in Probation. The applicant previously worked for Tehama County Probation Department and held the position of Legal Secretary I from August 2020 to May 2024, and has worked as an extra-help Office Assistant III before the position was re-named to the Legal Secretary series from July 2019 to August 2020 when applicant was hired full-time. Applicant currently works as a Legal Assistant with a neighboring Superior Court and that knowledge will be extremely beneficial to our department. The applicant is already familiar with department function, has experience with the duties that will be expected, and will be an asset in both the Adult and Juvenile units.

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

Yes The previously budgeted amount for FY 25-26 Salaries & Benefits in Budget Unit 2037 will cover this additional cost.

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



Department Head Signature