

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 –
Behavioral Health Clinician 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.

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|----|--|------------------------------------|
| | Range 39 | Range 39 |
| 1) | <u>\$33.59/hr</u> "A" Step | Request <u>\$35.27/hr</u> "B" Step |
| 2) | Total applications received during the recruitment for this position? 2
Total number of "qualified" applicants? 1 | |
| 3) | Would this individual accept the position at A Step? <u>No</u> | |
| 4) | Justification for requesting higher than Step A. | |

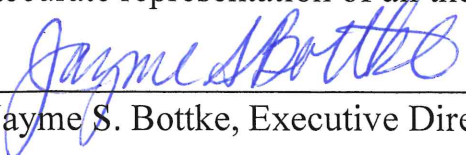
a. Candidate has a Master's degree in Social Work and a wide range of experience in specialty mental health settings and social services working as a Social Worker for over eight years.

b. Candidate has nearly three years of experience as a registered Associate Social Worker clinician and has gained in-depth knowledge and experience providing behavioral health services including higher needs youth.

c. Candidate is less than 200 hours from being eligible to take the Board of Behavioral Sciences Licensure Exam that would make her 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