



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.

FROM:

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Recycling Program Analyst II 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. \$ 28.12 Step A Request: \$ 32.55 Step D

2. Total applications received during recruitment for this position: 28
Total number of "qualified" applicants: 4

3. Justification for requesting higher step than A:

The candidate has nearly six years of experience developing, promoting and coordinating public education programs, with almost three and a half years of that being within a solid waste management program. They also have knowledge of various solid waste regulations, including AB 341, AB 1826 and SB 1383. With this experience and knowledge, they should be able to plug into the Agency's programs with little effort.

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

The Agency has the necessary funds for this position through salary savings from this position being vacant for nearly four months and the Agency Manager position being vacant for more than two months.



Department Head Signature