



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: Jennifer Crane, Accountant I

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Deputy Sheriff 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 "B" step will be placed on the consent agenda for approval.

1. \$ 31.19 Step 1 Range 36 Request: \$ 32.75 Step 2 Range 36

2. Total applications received during recruitment for this position: 3
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The selected candidate is currently employed with a local allied law enforcement agency as a Level II Reserve Officer and is a graduate of the Modular 1 Police Academy Program at Yuba City Community College. The candidate has acquired hands-on experience in key areas of law enforcement operations, including the execution of DUI checkpoints, administration of field sobriety tests, and response to a wide range of calls for service.

The candidate has demonstrated proficiency in conducting lawful searches and seizures, arrests, and maintaining clear and effective radio communications with dispatch centers and fellow officers. The candidate has also conducted field interviews and collected and processed evidence in strict adherence to departmental policies and procedures.

He has also successfully completed training in first aid, Taser and baton use, as well as rifle and firearms proficiency, and is certified to carry a firearm while on duty. Furthermore, the candidate has experience in completing CHP-180 forms, routinely used for documenting various vehicle-related incidents.

The combination of his training and experience justifies the increase to Step 2. The hiring of this employee is a benefit to the Tehama County Sheriff's Office and the community we serve.

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

The department has budgeted for this position as part of the position allocation list and will not place the department over approved budget.

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.

Dave Kain, Sheriff-Coroner