

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: Public Works/ Flood Control and Water Conservation District

TO: Board of Supervisors/Personnel Office

RE: Request approval of the Personnel Action Form appointing the applicant in the following classification: Administrative Assistant 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. Range 26 \$23.66 Step A Request: \$26.08 Step C

2. Total applications received during recruitment for this position: 41

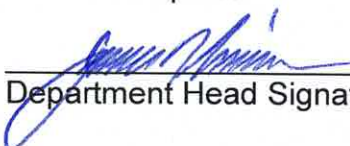
3. Justification for requesting higher step than A:

The candidate's more than nine-year work history including office and warehouse management, use of Smart Sheets, the Microsoft suite, previous roles with exposure to the agriculture community, office organization, accounts receivable, accounts payable, payroll, and her broad experience with customer service and developing and implementing new procedures, makes her the ideal candidate for this position. This candidate was considered the highest-ranking candidate during the application process for this position and has agreed to employment at the negotiated rate within the Tehama County salary scale. The candidate's training and experience exceeds that of an A Step employee. Public Works/Flood would like to realize the opportunity to appoint a highly qualified candidate such as this.

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

This position has been budgeted for the fiscal year 24/25 and the previous employee was promoted within the County. The base annual salary cost for this 1.0 FTE at Step C is \$54,246.40. The department has sufficient funding for appointment at Step C for the fiscal year 2024/25. There will be no impact to the general fund.

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