

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 –
Institutional Licensed Crisis Health Worker II

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>\$32.61/hr</u> "A" Step | Request <u>\$35.95 /hr</u> "C" Step |
- 2) Total applications received during the recruitment for this position? 1
Total number of "qualified" applicants? 1
- 3) Would this individual accept the position at A Step? No
- 4) Justification for requesting higher than Step A.
- a. The candidate has over 25 years as a Licensed Vocational Nurse.
 - b. The candidate has a wide variety of skilled nursing experience in different environments including long-term care units and a nurse registry. The candidate also has approximately 3 years of experience working with the former Department of Mental Health including correctional experience with the state prison.
 - c. The Department has multiple vacancies for Institutional Licensed Crisis Health Workers and has been actively recruiting for this position since 2024.
- 5) How has the Department budgeted for this additional cost?
Funds are budgeted in the Fiscal Year 2024-2025 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