



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: Jeff Garrett / Undersheriff
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Correctional Deputy 1 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. \$ 22.52 hr Step 1 Range 25 Request: \$ 24.82 Step 3 Range 25

2. Total applications received during recruitment for this position: 16
Total number of "qualified" applicants: 6

3. Justification for requesting higher step than A:

The applicant has 10 years full time experience in the US Army starting 2014. In 2024, the applicant completed her full-time commitment with honorable discharge and is now enlisted in Army Reserve until 2026. While in the Army the candidate was a full-time team leader / Sergeant and received several awards to include Army commendation medal, Army achievement medal, Joint meritorious award, Army good conduct medal, National defense service medal, Korea defense service medal, Humanitarian service medal, and Noncommissioned officer professional development ribbon. The candidate received specialized training in Basic leader course, Combat life savers, Motor transport, and Haz-mat driver training. The candidate has over 60 earned college units and is two classes shy of a degree in Business Administration. The candidates training and experience exceeds the minimum qualifications of the classification and justifiers placement at Range 25, Step C within Deputy Sheriffs' Association (DSA) Memorandum of Understanding (MOU). The hiring of this candidate would be a benefit to the Tehama County Sheriff's Office and the community it serves.

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 the approved budget.

A handwritten signature in blue ink, appearing to be "JG", is written over a horizontal line.

Department Head Signature