



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: Dave Kain, Sheriff-Coroner
TO: Board of Supervisors/Personnel Office
RE: Request to hire an applicant in the following classification:
Detective Investigator – Extra Help 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. \$ 36.90 Step 1 Request: \$ 44.85 Step 5
2. Total applications received during recruitment for this position: 2
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The candidate has the following experience and training to justify this request. The candidate was a sworn peace officer for 28 years with the California Highway Patrol. During their time with the Highway Patrol, they conducted initial investigations into criminal activities, gathered evidence and interviewed witnesses. They collaborated with other law enforcement agencies on joint operations and investigations and investigated suspicious activities and people while accurately documenting any findings. They presented evidence clearly while testifying in court regarding arrests and investigations. For the last four years they have been an Investigator for a local allied agency where they have generated detailed reports from interviews they conducted. During interviews they have thoroughly documented the outcome with written observations and photographs. As an investigator they can decipher all pertinent information and materials for current investigations.

The combination of their training, experience and special skills justifies the increase to Step 5. 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