

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/Public Health

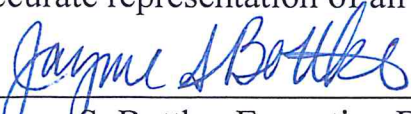
TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification – PHN II Bilingual – At Other Than A Step

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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| 1) | Range 48 (Joint Council)
\$ <u>41.95</u> /hr "A" Step | Range 48 (Joint Council)
Request \$ <u>44.05</u> /hr "B" 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 extensive clinical experience in both acute and chronic healthcare issues. This experience includes delivering these services across a diverse population.
- b. Candidate also has experience with public speaking, educating clients and employees and performing administrative tasks.
- c. Candidate is bilingual and has experience utilizing those skills in clinical settings.
- 5) How has the Department budgeted for this additional cost?
- Funds are budgeted in the Fiscal Year 2025-2026 budget for this position through PH realignment.

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