



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: Probation
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Deputy Probation Officer II 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. \$ 27.43 Step A Request: \$ 30.25 Step C
2. Total applications received during recruitment for this position: 8
Total number of "qualified" applicants: 2

3. Justification for requesting higher step than A:

The employee has been working as a Deputy Probation Officer II in Shasta County since 2022, bringing a wealth of experience and deep understanding of the duties associated with their role in our department. Beginning their employment at Step C ensures fair and appropriate compensation that aligns with their level of expertise and experience. Additionally, the employee has completed the necessary trainings for the position including Probation Officer Core and Penal Code 832 Arrest and Control.

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

The department has unfilled positions, which will offset the additional cost of beginning this employee at a pay rate above Step A.

A handwritten signature in black ink, appearing to read "P. Lopez", is written over a horizontal line.

Department Head Signature