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 <u>compelling</u>* reasons exist to start an individual at a higher step.

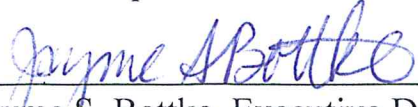FROM: <u>Health Services Agency/Public Health</u>

TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification – Patient Navigator 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 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.

	Range 27 (Joint Council)	Range 27 (Joint Council)
1)	$24.25/hr "A" Step	Request $26.73/hr "C" Step

2)   Total applications received during the recruitment for this position? <u>8</u>
      Total number of "qualified" applicants? <u>1</u>

3)   Would this individual accept the position at A Step? <u>No</u>

4)   Justification for requesting higher than Step A.

   a. Candidate has fourteen (14) years of experience as a Medical Assistant, which includes being certified for the last five (5) years.

   b. Candidate has experience working with both primary care and specialty care. Her experience working in a specialty clinic gives her a broader base of knowledge than a family practice Patient Navigator (Medical Assistant). Her experience working with orthopedics will be very helpful with our chiropractor specialty.

5)   How has the Department budgeted for this additional cost?

   <u>Funds are budgeted in the Fiscal Year 2025-2026 budget for this position.</u>

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 ABottke

Jayme S. Bottke, Executive Director