



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:

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Veterinary Assistant – EH 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. \$ 17.59 Step A Request: \$ 21.38 Step E

2. Total applications received during recruitment for this position: 13
Total number of "qualified" applicants: 10

3. Justification for requesting higher step than A:

Applicant has 17 years of experience as a Veterinary Assistant, including experience working on the Division's mobile unit through her full time employment.

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

These positions are currently grant funded, with an approved grant budget of \$31.50/hour for this position. Since the grant funding is significantly higher than the actual rate of pay, we have additional funding available to cover the step increase.

Department Head Signature