



## 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.

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FROM:

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:  
Animal Care Attendant 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. \$ 17.23 Step B Request: \$ 19.95 Step E

2. Total applications received during recruitment for this position: 18  
Total number of "qualified" applicants: 7

3. Justification for requesting a higher step than A:

The candidate is being recommended for a higher rate of pay based on their extensive kennel and veterinary experience, as well as their recent attainment of a Registered Veterinary Technician (RVT) license. The candidate brings approximately 10 years of hands-on experience working in a variety of veterinary clinic settings, where they have developed strong technical skills, medical knowledge, and the ability to work efficiently in high-demand environments. This background will allow the candidate to make an immediate contribution to the department with minimal training.

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

The additional costs can be absorbed through existing salary savings resulting from currently vacant positions. Additional budget adjustments for the physical year 2027 will be incorporated during the adopted budget process.

A handwritten signature in blue ink, appearing to be "J. J. [unclear]", is written over a horizontal line.

Department Head Signature