



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: Tehama County Public Works
TO: Board of Supervisors/Personnel Office

RE: Request approval of the Personnel Action Form appointing the applicant in the following classification:
Accounting Technician III 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. \$ 24.37 Step A Request: \$ 29.62 Step E

2. Total applications received during recruitment for this position: 12
Total number of "qualified" applicants: 5


3. Justification for requesting higher step than A:

The candidate has fourteen years of government experience in both Tehama and Shasta Counties as an Auditor-Accountant, Auditor-Accountant Supervisor and most recently and Accountant III. The candidate has good experience in payroll functions, budgets, financial reporting, reconciliation, auditing, is proficient with Excel and has exposure to CAMS, Public Works' financial software. In previous experience with Tehama County, the candidate reconciled revenue, expenditures and technical transactions, as well as preparing financial statements. Proficiency with these essential functions of the position makes them the ideal candidate for this position. This candidate is considered the highest-ranking candidate and has agreed to employment at the negotiated rate within the Tehama County pay scale.

The candidate's experience far exceeds that of an entry level employee. Public Works would like to capitalize on the opportunity to appoint this highly qualified candidate.

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

The annual base salary for this 1.0 FTE at Step B is \$61,609.60, \$10,920 greater than Step A. The Department has sufficient funding budgeted for appointment at Step E for the fiscal year 2025/2026. I hereby certify that to the best of my knowledge, the information provided above is a true and accurate representation of all the material facts which should be considered with this request.



Department Head Signature