

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.*

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FROM: Health Services Agency/Public Health

TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification – Licensed Vocational Nurse 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.

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|----|--|---|
| 1) | Range 32 (Joint Council)
\$ <u>28.26</u> /hr "A" Step | Range 32 (Joint Council)
Request \$31.15/hr "C" Step |
|----|--|---|
- 2) Total applications received during the recruitment for this position? 2
Total number of "qualified" applicants? 2
- 3) Would this individual accept the position at A Step? No
- 4) Justification for requesting higher than Step A.
- a. Candidate has extensive clinical nursing experience in clinic and hospital settings and is looking for work in a public health setting. The experience she brings from her clinical background will enhance our Clinic services.
 - b. Candidate is bilingual and has experience working with variety of populations in a nursing setting.
 - c. Nursing positions are difficult to fill, especially with experienced and qualified people. Department has had unfilled positions for six (6) months and has had four (4) failed recruitments.
- 5) How has the Department budgeted for this additional cost?
- Funds are budgeted in the Fiscal Year 2025-2026 through both realignment and grant funding through the DIS grant.

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 S. Bottke, Executive Director