



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: Jennifer Crane, Accountant I
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Correctional Deputy I 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. \$ 25.60 Step 1 Request: \$ 28.22 Step 3
2. Total applications received during recruitment for this position: 24
Total number of "qualified" applicants: 4

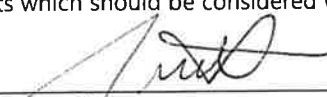
3. Justification for requesting higher step than A:

The selected candidate brings a strong set of skills developed during their 7 years of service in the United States Air Force within a military law enforcement unit. Their experience includes serving as a patrolman and working in a dispatch center, where they effectively coordinated communications with approximately 40 first responders and more than 150 military personnel during active incidents while deployed in Iraq. They possess advanced proficiency in two-way communication systems and have operational knowledge of Motorola and field radio equipment. The candidate has demonstrated leadership and instructional capability by training more than 100 U.S. Airmen in dispatch operations and radio communications. They also have experience in detainee handling and prisoner transportation. The candidate has completed a broad range of relevant trainings and certifications, including martial arts, Use of Force Training, Baton and Weapons Training, Patrolman Certification, Dispatch Certification, Intoxalizer Certification, and First Aid. These qualifications illustrate a high degree of preparedness, operational competence, and safety awareness.

The combination of their training and experience justifies the increase to Step 3. The hiring of this employee is a benefit to the Tehama County Sheriff's Office and the community we serve.

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

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