



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 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. \$ 27.43 Step 1 Request: \$ 33.35 Step 5
2. Total applications received during recruitment for this position: 14
Total number of "qualified" applicants: 3

3. Justification for requesting higher step than A:

The selected candidate brings a wealth of knowledge and experience they gained during their 5.5 years of employment with a local allied agency. During their time of employment, they received certificates for Board of State Community Corrections (BSCC) Chemical Agent Instructor, Correctional Officer Core Courses (COCC), Correctional Supervisor Core Course (CORE) and Facility Training Officer (FTO) Certification. They have also earned a certificate for Penal Code 832 Course in Arrest and Search and Seizure issued by California Commission of Peace Officers Standards and Training.

The candidate has worked as a Correctional Corporal where he assisted and worked with other supervisors in creating monthly staff schedules and trained and evaluated staff members as needed. The candidate also provided directions to staff throughout the course of shifts as a supervisor when needed. The candidate has performed all the basic job duties of a correctional deputy throughout the course of his employment at other allied agencies.

The combination of their training and experience justifies the increase to Step 5. 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