



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:
Animal Regulations Officer 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. \$ 19.90 Step 1 Request: \$ 23.04 Step 4
2. Total applications received during recruitment for this position: 14
Total number of "qualified" applicants: 4
3. Justification for requesting higher step than A:

The applicant has performed the duties of an Animal Regulations Officer (ARO) for more than two years. They have been working directly with an animal rescue organization during their time as an ARO. They are Euthanasia Certified, P.C. 832 Certified: Arrest and Control, and attended the Humane Law Enforcement Academy.

The candidate has experience with animal cruelty cases, seizure processes, protective custody, serving compliant forms, and assisting with misdemeanors for animal cruelty cases. They have experience with euthanizing animals when necessary, during their time assisting the animal rescue organizations. They have euthanized animals during emergency situations and when the organization determined an animal was not adoptable.

The combination of their training and experience justifies the increase to Step 4. 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?

The department has budgeted for this position as part of the position allocation list and will not place the department over approved budget.



Department Head Signature