



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: \$ 30.25 Step 3
2. Total applications received during recruitment for this position: 22
Total number of "qualified" applicants: 3
3. Justification for requesting higher step than A:

The selected candidate for this position is currently working for an allied agency. The candidate has been successfully enforcing the rules and regulations of the agency's facility for 2.5 years. They directly supervise the inmates while daily tasks and activities are being completed. The candidate completes daily safety checks for contraband in the common areas and inmates living quarters to ensure the safety and security of the facility.

The candidate has also worked as a transportation deputy where they completed medical transport and provided security for both the inmate and the public. The candidate made sure the inmate was receiving proper care and effectively communicated with the shift supervisor on medical updates while the inmate was outside of the facility. The candidate also prepared and issued reports on a variety of incidents that occurred within the supervised areas.

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