



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: Shawn Bondon-Veteran Services Officer
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Veteran Services at other than "A" step.
Representative Range 23

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. \$ 21.97 Step A Request: \$ 23.07 Step B

2. Total applications received during recruitment for this position: 11
Total number of "qualified" applicants: 6

3. Justification for requesting higher step than A:

Veteran's background experience. Graduate of West Point (Army Academy).

Extensive leadership and management experience in the military.

Previous owner of Insurance company with similar interview process:

Rapport building, gathering information, presenting solutions with detailed explanations, submitting meticulously completed insurance applications.

Extensive computer experience with DOS, Windows and Web-based programs.

Computer engineering minor from West Point.

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

Current VSR is being paid at Step 'E'.

Department Head Signature