



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: 8
Total number of "qualified" applicants: 2

3. Justification for requesting higher step than A:

The selected candidate brings strong knowledge and operational experience gained through a bachelor's degree in criminal justice and five years of service in the United States Army Reserve Military Police. During their service, they performed law enforcement and installation security duties, including access control and physical security, and participated in combat, field, and detainee operations. The candidate also provided operational and security support for high-risk detainees as part of the Guantanamo Bay Joint Task Force for two years.

In addition, the candidate demonstrates proven leadership in high-pressure environments, with strengths in conflict resolution, risk assessment, and security operations. Their combined military and civilian experience reflects strong adaptability, discipline, and teamwork. The candidate possesses a solid understanding of international law, enforces standard operating procedures, and collaborates effectively with interagency partners, including legal, medical, and intelligence teams. They have also participated in quick reaction force drills and base-wide force protection operations.

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