



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. \$ 20.50 Step 1 Request: \$ 22.60 Step 3
2. Total applications received during recruitment for this position: 15
Total number of "qualified" applicants: 2

3. Justification for requesting higher step than A:

The applicant's knowledge and experience exceed entry level placement. She participated in the California Highway Patrol (CHP) Explorers program at the Red Bluff CHP post, where she developed a strong foundation in law enforcement procedures. Her training included CPR and first aid, radio codes and frequencies, firearm safety and handling, building entry and room-clearing tactics, as well as close-quarters combat. She also gained hands-on experience by assisting with flag ceremonies, participating in public events, and volunteering throughout the community.

In addition to her law enforcement experience, the applicant has extensive experience working with both large and small animals. As an active member of the local 4-H club, she mentored youth raising market animals for the fair. She further honed her skills while managing a horse stable that housed 55 horses, where she was responsible for administering medications and dewormer as needed, ensuring 24/7 care for the horses was properly scheduled, and maintaining detailed records. This role also strengthened her communication and organizational abilities.

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?

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