



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:

Supervising Communications Dispatcher – Extra Help 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. \$ 29.69 Step A Range 34 Request: \$ 36.09 Step E Range 34

2. **Total applications received during recruitment for this position:** 2
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The selected candidate far exceeds the responsibilities and experience for the Supervising Communications Dispatcher Extra Help position and brings a high level of expertise, accountability, and cross-functional knowledge within the Sheriff's Office, developed during 25 years of dedicated service with the Tehama County Sheriff's Office. Throughout their career the candidate has trained and mentored new dispatch employees, ensuring adherence to procedures, accuracy and professionalism. They have also performed data entry and reporting of sensitive information with exceptional attention to detail and confidentiality. The candidate effectively coordinated with other agencies to successfully complete Department of Justice audits, demonstrating strong interagency collaboration. They also provided technical and operational support as needed to maintain efficient dispatch operations. In addition to their dispatch experience, the candidate served as Records Supervisor, where they oversaw all operations and activities of the Records Division, ensuring compliance, accuracy, and effective workflow management.

The candidates' experience justifies the increase to Step 5. The hiring of this employee is a benefit to the Tehama County Dispatch Center and the community we serve. This position is difficult to fill as many applicants lack experience and expertise and/or fail the background investigation. Should this request be denied, the County could potentially lose the opportunity to hire a highly qualified individual.

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 the approved budget.

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