



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:

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Registered Veterinary at other than "A" step.
Technician – EH

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. \$ 22.07 Step A Request: \$ 26.83 Step E
2. Total applications received during recruitment for this position: 1
Total number of "qualified" applicants: 1
3. Justification for requesting higher step than A:

The applicant has 19 years of experience in the care and handling of animals, assisting licensed veterinarians in providing medical treatment to animals in a veterinary or shelter clinic setting, and specific experience working on the County's mobile spay/neuter van. The applicant's experience far exceeds the minimum qualifications of the Registered Veterinary Technician and entry level salary placement.

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

These positions are currently grant funded, with an approved grant budget of \$63.00/hour for this position. Since the grant funding is significantly higher than the actual rate of pay, we have additional funding available to cover the step increase.

A handwritten signature in black ink, appearing to read "JL".

Department Head Signature