

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: Public Works

TO: Board of Supervisors/Personnel Office

RE: Request approval of the Personnel Action Form appointing the applicant in the following classification: Administrative Secretary II 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. Range 22 \$20.91 Step A Request: \$23.05 C

2. Total applications received during recruitment for this position: 28

3. Justification for requesting higher step than A:

The candidate's 6 years' experience in office work, administrative support work and development engagement, with lengthy exposure to customer service, data tracking, phone support, the Microsoft Suite, managing calendars, and creating agendas and minutes, among others, exceeds the qualifications for this position at entry level. This candidate was considered the highest-ranking candidate during the interview process for this position and has agreed to employment at the negotiated rate within the Tehama County salary scale. Public Works would like to realize the opportunity to appoint a highly qualified candidate such as this.

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

The annual base salary for a full time Administrative Assistant II at Step C is \$47,944.00, a \$4,451.20 increase over that of a Step A. The Department has sufficient 2024/2025 fiscal year funding budgeted for appointment at Step C. There will be no impact to the general fund.

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