



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: Tehama County Public Works
TO: Board of Supervisors/Personnel Office
RE: Request to hire an applicant in the following classification:
Accountanting Technician 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. \$ 20.00 Step A Request: \$ 21.00 Step B

2. Total applications received during recruitment for this position: 9
Total number of "qualified" applicants: 6

3. Justification for requesting higher step than A:

he candidate's two years' experience as a cost accounting specialist, experience with financial reporting, financial data analysis, cost control measures with the ability to implement new processes related to these control measures, in addition to her experience with budgets, fuel reporting and accounts payable makes her the ideal candidate for this position. This candidate is considered the highest-ranking candidate and has agreed to employment at the negotiated rate within the Tehama County pay scale. The candidate's training and experience with complex processes exceeds that of an entry level employee, even for Accounting Technician I. Public Works would like to appoint a highly qualified candidate such as this.

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

The estimated base salary for this 1.0 FTE at Step B is \$43,680.00, \$2,080.00 greater than Step A. This position has been budgeted for but is unfilled to date this fiscal year. The Department has sufficient funding budgeted for appointment at Step B for the fiscal year 2024/25.

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