



## 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:  
Correctional Deputy 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. \$ 28.26 Step 1 Request: \$ 34.35 Step 5
2. Total applications received during recruitment for this position: 11  
Total number of "qualified" applicants: 4

3. Justification for requesting higher step than A:

The selected candidate has over seven years of experience in security and law enforcement, having served as a correctional officer. Throughout his career, he has developed strong conflict resolution abilities, keen attention to detail, and the capacity to remain composed under high-pressure situations. He has completed training in de-escalation techniques, self-defense, and crisis intervention.


The candidate demonstrates effective communication skills with both colleagues and supervisors, contributing to a secure and structured environment for inmates. His experience includes direct supervision of more than 1,500 inmates across various custody levels. His responsibilities have included monitoring inmate behavior, conducting searches, ensuring facility compliance with policies and regulations, and responding to emergencies. Additionally, he has worked closely with inmates experiencing mental health challenges, further strengthening his ability to manage complex situations with professionalism and care.

The combination of their training and experience justifies the increase to Step 5. 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.

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.

  
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Department Head Signature