



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: Dave Kain, Sheriff-Coroner
TO: Board of Supervisors/Personnel Office
RE: Request to hire an applicant in the following classification:
Detective-Investigator (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. \$ 36.90 hr Step 1 Range 44 Request: \$ 44.85 hr Step 5 Range 44

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

3. Justification for requesting higher step than A:

The candidate selected for this position has over 29 years of Police Investigations experience. This applicant is currently working as a top step extra help Investigator for an allied Tehama County department. This candidate holds POST certification in following areas; Basic, Intermediate, Advanced, Supervisory, and Management. The candidate holds a bachelor's degree in criminal justice. The candidate has extensive knowledge in Investigations to include, interviewing suspects, report writing, supervision & management, author warrants, Surveillance, collecting and process evidence, and numerous other basic police services. The candidate's training and experience exceeds the minimum qualifications of the classification and justifies placement at Range 44, step 5 within the Deputy Sheriff Association (DSA).

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.

Department Head Signature

