



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: Rebecca Emery, Department of Social Services Director
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Account Clerk III 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. \$ 19.90 Step A Request: \$ 20.90 Step B

2. Total applications received during recruitment for this position: 10
Total number of "qualified" applicants: 4

3. Justification for requesting higher step than A:

The Department of Social Services requests placement at Other Than A Step, Range 19, Step B for an Account Clerk III. Our candidate meets more than the minimum qualifications of the position, and has relevant experience as an Administrative Assistant, Billing Coordinator, and a Receptionist. The candidate has over 10 years of experience preparing billing, verifying invoices, and working with clients. Additionally, the candidate has experience in accounts payable, accounts receivable, and collections.

If this action is not approved, the Department will lose an opportunity to hire a highly qualified applicant.

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

Appropriate funding is in the agency's budget to cover this expenditure. The bi-weekly salary for the position Range 39 Step A is \$1,592 (\$19.90 hourly). The increased cost from A to B is approximately \$2,080 in annual salary. The Department has sufficient funds budgeted for this position. There is 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 of the material facts which should be considered with this request.


Department Head Signature