



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:
Communications Dispatcher 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. \$ 25.60 Step 1 Range 28 Request: \$ 31.12 Step 5 Range 28
2. **Total applications received during recruitment for this position:** 16
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

The selected candidate brings a wealth of experience they gained during their 18 years of employment with local allied agencies. They have experience with both emergency calls and non-emergency calls and communicate efficiently and effectively with law enforcement, fire, and ambulance services for a multitude of emergency situations. During highly stressful situations the candidate responded with extreme poise and control while also keeping the caller's calm and engaged until emergency services arrived. They are adept at utilizing the dispatcher system that is currently used by Tehama County to document all emergency and non-emergency calls with exceptional detail and accuracy. The candidate attended POST Dispatch Academy where they received their Post Dispatch Certificate as well.

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 Dispatch Center and the community we serve. This position is difficult to fill as many applicants lack experience and expertise and/or fail the background investigation. Should this request be denied, the County could potentially lose the opportunity to hire a highly qualified individual.

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.

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.


Dave Kain (Jun 10, 2025 11:00 PDT)

Dave Kain, Sheriff-Coroner







Other than A Step Form - Correia Dispatch - REV1

Final Audit Report

2025-06-10

Created:	2025-06-10
By:	Tehama County Sheriff-Coroner (accounting@tehamaso.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAILV-4mpHapjppLB112_JS61iwBI5Mf1p

"Other than A Step Form - Correia Dispatch - REV1" History

-  Document created by Tehama County Sheriff-Coroner (accounting@tehamaso.org)
2025-06-10 - 5:54:43 PM GMT
-  Document emailed to dkain@tehamaso.org for signature
2025-06-10 - 5:54:51 PM GMT
-  Email viewed by dkain@tehamaso.org
2025-06-10 - 5:59:48 PM GMT
-  Signer dkain@tehamaso.org entered name at signing as Dave Kain
2025-06-10 - 6:00:18 PM GMT
-  Document e-signed by Dave Kain (dkain@tehamaso.org)
Signature Date: 2025-06-10 - 6:00:20 PM GMT - Time Source: server
-  Agreement completed.
2025-06-10 - 6:00:20 PM GMT