



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 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. \$ 25.60 Step 1 Request: \$ 28.22 Step 3
2. Total applications received during recruitment for this position: 14
Total number of "qualified" applicants: 2

3. Justification for requesting higher step than A:

The selected candidate brings a wealth of knowledge, skill and operational experience gained through their service in the United States Army. While deployed, they served as a truck gunner, providing convoy security and force protection in high-risk environments. They were responsible for the operation and maintenance of crew-served weapons systems and consistently ensured their operational readiness.

In addition to their technical competencies, the candidate trained junior personnel on weapons maintenance, safety procedures, and compliance with established military regulations. Their background demonstrates strong proficiency in conducting threat assessments, identifying potential security risks, and responding appropriately to emerging threats. The candidate's experience reflects a high level of performance under pressure, including maintaining situational awareness, exercising sound judgment, communicating effectively with team members, and executing defensive and evasive maneuvers in hostile conditions.

The combination of their training and experience justifies the increase to Step 3. 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?

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