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: Tehama County Health Services Agency – Jail Division

TO: Board of Supervisors/Personnel Office

RE: Request to hire Robert Cartee in the following classification:
Institutional Licensed Vocational Nurse II – 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. Range 72 $ 4,092.00/month "A" Step Range 72 Request $4,300.00/month "B" step

2. Total applications received during recruitment for this position: 1
Total number of "qualified" applicants: 1

3. Would this individual accept the position at A step? No

4. Justification for requesting higher step than A:

   a. Mr. Cartee has over three years of experience working as a Licensed Vocational Nurse and implementing policies and procedures to meet compliance with regulatory standards and employer requirements.

   b. Mr. Cartee has experience as an Emergency Medical Technician and Health Care Specialist with the military working in highly stressful situations demonstrating the ability to remain calm and focused.

   c. Mr. Cartee has the necessary skill set to work well in the Jail Nursing and Community Crisis Response Unit.

5. How has the Department budgeted for this additional cost? Funds are budgeted in Fiscal Year 2016 – 2017 budget from savings received from the positions being vacant for over a year.

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.

Valerie S. Lucero, Executive Director