

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.

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FROM: Health Services Agency/Behavioral Health Center

TO: Board of Supervisors/Personnel

RE: Request to hire in the following classification –
Clinical Social Worker II Bilingual – At Other Than A Step

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form to Personnel (allowing sufficient time prior to the anticipated hiring date). Requests for "C" step or above will be referred to the Board's Personnel Committee for recommendation to the full Board.

1) Range 84 / "A" Step Range 84 / Request \$ 6,258/mo "C" Step
\$ 5,669/mo

2) Total applications received during the recruitment for this position? 14
Total number of "qualified" applicants? 9

3) Would this individual accept the position at A Step? No

4) Justification for requesting higher than Step A.

a. The candidate has a Master's of Social Work degree, and is a Licensed Clinical Social Worker. Additionally, in September 2017, They completed a second Master's degree in Applied Behavioral Analysis.


b. The candidate has fifteen (15) years of experience in the health and human services field, with involvement in direct client care, bilingual translation, crisis assessments, supervisory and training skills, policy and procedure development, and much more.

c. The candidate brings extensive knowledge of Medi-cal productivity expectations, billing standards, and charting standards.They have County experience as a Social Worker.

5) How has the Department budgeted for this additional cost?

Funds are budgeted in the Fiscal Year 2018 – 2019 budget for this position, as well as savings received from eight current vacancies in this job classification.

I hereby certify that to the best of my knowledge, the information provided above is true and accurate representation of all the material facts which should be considered with this request.



Valerie S. Lucero, Executive Director