



# Request for City Council Committee Action from the Department of Human Resources

**Date:** November 16, 2012

**To:** Honorable Betsy Hodges, Chair of Ways and Means Council Committee

**Referral to:** City Council

**Subject: *Application Fee for Firefighter Cadet***

In late January 2013, the City of Minneapolis Human Resources Department will begin accepting applications for the position of Firefighter Cadet. To apply for the position, the Fire and Human Resources Departments is requesting approval to accept a \$20.00 application fee from individuals who are City of Minneapolis residents or a veteran and a \$40.00 application fee for all other applicants who wish to apply for this position.

**Recommendation:**

The City Council approve the application fee and differentiated fee structure for Firefighter Cadet.

**Previous Directives:** n/a

**Department Information**

Prepared by: Beth Toal, Human Resources Generalist  
Approved by: Tim Giles, Director of Human Resources  
John Fruetel, Fire Chief  
Presenters in Committee: Beth Toal, Human Resources Generalist  
Luke Scardigli, MFD Finance Director

**Reviews**

- Permanent Review Committee (PRC): Approval \_\_\_ Date \_\_\_\_\_
- Civil Rights Approval Approval \_\_\_ Date \_\_\_\_\_
- Policy Review Group (PRG): Approval \_\_\_ Date \_\_\_\_\_

**Financial Impact** *(delete all lines not applicable to your request)*

- Other financial impact – Action would offset expenditures associated with the creation of an eligible list that the Minneapolis Fire Department would incur.

**Community Impact**

- Neighborhood Notification
- City Goals

**Supporting Information**

In late January 2013, the City of Minneapolis Human Resources Department will accept applications for the position of Firefighter Cadet.

The City of Minneapolis is expecting a large increase in the number of applications for the position. In previous administrations of the Firefighter Cadet examination process, the City has averaged over 1500 applications. To process, screen, test and rank this number of applications is labor intensive, expensive and places a significant strain on the Human Resources Department, including its ability to provide staffing related services to other customer departments. Moreover, the cost of purchasing, administering and scoring the two written examination, the physical agility examination, and interview that will be used for the Firefighter Cadet exam, are projected to exceed \$250,000, which does not include the wages of the employees involved.

Given the overall costs associated with advertising, recruitment, applicant process and testing, the Fire and Human Resources Departments are requesting approval to accept a \$20.00 application fee from individuals who are City of Minneapolis residents or a veteran and a \$40.00 application fee for all other applicants who wish to apply for this position. The revenue will be used for the sole purpose of paying for the increased costs associated with this exam.