



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

Date: December 18, 2006

To: Council Member Paul Ostrow
Chair, Ways & Means/Budget Committee

Subject: Request approval for Step 5 of Human Resources Senior Associate

Recommendation: The HR Director requests your approval to hire Ms. Monique Jones at Step 5 of the salary scale for Human Resources Senior Associate in the Benefits Department of Human Resources.

Previous Directives: N/A

Prepared by: Joyce Travers, Benefits Manager

Approved by: _____ Pam French, HR Director

_____ Steven Bosacker, City Coordinator

Presenters in Committee: Pam French, HR Director

Financial Impact

- No financial impact
- Action requires an appropriation increase to the ___ Capital Budget or ___ Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Action is within the Business Plan
- Action requires a change to the Business Plan
- Other financial impact
- Request provided to the Finance Department when provided to the Committee Coordinator

Supporting Information

HR is seeking to fill the position of Human Resources Senior Associate in the Benefits Department with the top candidate for the position, Monique Jones. Her experience and education exceeds the minimum requirements for the job. We believe starting her at Step 5 is a reasonable request.