



## Request for City Council Committee Action from the Department of Community Planning & Economic Development

Date: January 19, 2006

To: Council Member Benson, Health, Energy and Environment Committee  
Referral to: Council Member Ostrow, Ways and Means Committee

**Subject: Request approval to start Family Support Specialist II –  
Employment and Training at level Step 4**

**Recommendation:**

Minneapolis Employment and Training Program requests your approval to hire Xuong Tran at a level 4 of the salary scale for Family Support Specialist II – Employment and Training.

**Previous Directives:**

Prepared or Submitted by: Catherine Christian, Family Support Specialist III, x6230

Approved by: Mike Christenson, Director, Economic Policy and Development

**Permanent Review Committee (PRC)** Approval \_\_\_\_\_ Not Applicable

**Note:** To determine if applicable see <http://insite/finance/purchasing/permanent-review-committee-overview.asp>

**Policy Review Group (PRG)** Approval \_\_\_\_\_ Date of Approval \_\_\_\_\_ Not Applicable \_\_\_\_\_

**Note:** The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee (name, title) Deb Bahr-Helgen, Director, Employment and Training Program

**Financial Impact (Check those that apply)**

No financial impact (If checked, go directly to Background/Supporting Information).

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.

Business Plan: \_\_\_\_\_ Action is within the plan. \_\_\_\_\_ Action requires a change to plan.

Other financial impact (Explain):

Request provided to department's finance contact when provided to the Committee Coordinator.

**Community Impact (use any categories that apply)**

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

**Background/Supporting Information Attached:**

We are seeking to fill the position of Family Support Specialist II with the top candidate for the position, Xuong Tran. The position is responsible for researching employment and training issues, planning and evaluation of programs, selected grant and contract development, budget and financial management, and advocacy regarding employment and training related issues in appropriate forums. Specifically, this position provides technical and advisory assistance regarding employment and training issues to individuals, groups, and organizations. The applicant more than meets the minimum two years minimum experience as required for the position. Mr. Tran has spent the last ten years of his professional career working in the field of employment and training. He has demonstrated his ability to comprehend and effectively manage employment and training programs. Along with Mr. Tran’s years of work experience directly related to this position, he holds a Bachelor’s Degree in Education and is certified as a Global Career Development Facilitator. He is also bi-lingual in English, Chinese, and Vietnamese. With his work history and knowledge of employment and training programs, Mr. Tran will be an extremely valuable addition to METP.

**Reason for request to start at Step 5**

Currently, Mr. Tran is paid \$48,000 by the Centre for Asians and Pacific Islanders. Step 4 of Family Support Specialist II is \$48,857. At Step 4 of the rate, he will be accepting this position at a salary level fairly equal to his current level.

We believe starting Mr. Tran at Step 4 is a reasonable request.

Approved (HR Director)	Signature	Date
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