

Approving Starting Salary Beyond Step 1
worksheet

Candidate Name: Linda I. Higgins

For Position: Administrative Analyst II

Date: July 13, 2006

Department: Regulatory Services

<u>Category Considered</u>	<u>Minimum Qualifications of Vacancy</u>	<u>Candidate Bringing Qualifications</u>
1. Previous recent years of very similar work experience	Bachelor's degree in management, public administration or other comparable field. 2-3 year experience working with computer and other analytical tools, project management, experience with working with laws and program evaluation.	This candidate has an exceptional level of similar work experience. She has demonstrated a high degree of proficiency in her related fields of government through policy analysis and implementation. In the past ten years she had been involved with conflict resolution for problem properties and neighbor disputes, along with resolution of inspection issues here in Minneapolis. That problem solving experience had assisted her in representing similar neighborhood concerns as she represented the City of Minneapolis at the state level. Ms. Higgins extensive career spanning local and state government for over these past ten years have allowed her to gain insight through analysis of the types of problems facing residents and property owners in a high density urban area.
2. Previous accomplishments in the same areas of responsibilities as the new job		Ms. Higgins has been an active member involved with a variety of committees and task forces that have focused on strategies to

		<p>implement in assisting in problems related to Health and Family security, Finance, Technology, Heritage preservation, Mortgage flipping and predatory lending, Metropolitan governance to name a few. All of which require an enormous amount of research and analysis to plan and implement change. Each of these topics are vital areas that the problem property team use as research for strategies to resolve complex issues at properties.</p>
<p>3. Recent relevant educational accomplishments exceeding the job requirements</p>		<p>Ms. Higgins educational experience far exceeds the minimum educational requirements of this position. She has a bachelor's degree in English and a minor in journalism. She also has an associate degree. These tools have enabled her to be successful at the state government level in setting policies through the various committees she was on. Specifically those that have related to local government operations.</p>
<p>4. Difficulty in filling the position because of unique skill requirements</p>		<p>This position is unique due to the broad spectrum of research that is required. This candidate possesses extensive knowledge of complex regulatory statutes through her legislative experience. That knowledge is transferable across regulatory lines, because of the legal similarities and function.</p>

5. Current salary of candidate, if performing a very similar job		Requesting to start Ms. Higgins at 7th Step, \$63,023.00
6. Department's capacity to pay for the increased starting salary		The Department has the capacity to pay for the increased starting salary without difficulty.
Result:		

**CITY OF MINNEAPOLIS
HUMAN RESOURCES DEPARTMENT**

TO: Lasamy Mila

From: Jill F. Petty
Human Resources Generalist

SUBJECT: Salary Step Placement- Linda Higgins

DATE: July 5, 2006

This memo is in response to your June 30, 2006 request to hire Linda Higgins as an Administrative Analyst II, at a higher salary schedule. I have reviewed the qualifications of Ms. Higgins and those required for the position and will authorize Step 3 of the salary schedule for the following reasons:

1. Ms. Higgins has extensive experience handling conflict resolution for problem properties and neighbor disputes, along with resolution of inspection issues
2. She posses a broad knowledge of complex regulatory statutes through her legislative experience.
3. She also has ten plus years of experience in local and state government.
4. The department has the financial ability to hire Ms. Higgins at Step 3.

Please remember that all new employees begin at the **reduced salary step** for their first few months of employment. If you need assistance determining this reduced rate, please let me know.

Cc: Thomas Deegan
Lasamy Mila
Rocco Forte
Sharon Foster, Human Resources, HRIS
Pam Nelms, Human Resources, Employer/Employee Relations