



Request for City Council Committee Action from the Department of

Date: November 21, 2005

To: Ways and Means/Budget Committee

Referral to:

Subject: Step 7 salary for Supervisor, Copy Center Operations

Recommendation:

It is recommended that the newly hired Supervisor receive the 7th step probation rate salary for the exempt employee position, Supervisor, Copy Center Operations. Funds to pay the salary and fringe benefits are in 6400-260-2630.

Prepared by: Steve Ristuben, Assistant City Clerk, x2216

Approved by: Merry Keefe, City Clerk, x3765

[Permanent Review Committee](#) (PRC) Approval: Not Applicable

Presenters in Committee: Steve Ristuben, Assistant City Clerk

Financial Impact: Action is within current department budget.

Community Impact: None

Background/Supporting Information Attached; A few months ago, the City closed merger discussions with Hennepin County concerning copy and mail operations because the City operation was more cost effective. As an outgrowth of that merger study, the BIS Data Operations function, now in the Government Center, will merge with the City's copy/mail operations on January 1, 2006. It is the desire of the City Clerk to revitalize those operations and move in new directions. It is very important that the City hire a supervisor who can reinvigorate the operation and bring in new ideas. To accomplish this goal, The City Clerks Office recommends hiring the highest scoring candidate David Schlueter as Supervisor, Copy Center Operations. He will manage the Copy Center, Mail Room and soon to be merged BIS Data Operations Division. Mr. Schlueter worked for Piper Jaffray and Company 27 years, including 23 years as the Printing Services Manager. Mr. Schlueter has a range of experience well beyond the minimum qualifications for the position. Mr. Schlueter has expertise with offset printing and bindery as well as xerographic and digital printing. He has experience with mail operations. He has managed all aspects of printing services including human resource management, planning and budgeting, process development, material procurement and facilities management. In 1995, he was named a corporate Vice President at Piper. Mr. Schlueter has a diploma from Dunwoody College of Technology in Graphic and Arts Printing. He is a member of the International Publishing Association and is on Dunwoody's Alumni Board of Managers. The request is to start Mr. Schlueter at an annual salary of \$48,420-probation rate.