

HUMAN RESOURCES DEPARTMENT

**Hiring Department's Request to Offer Salary
Above Step 3**

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| Candidate's Name Ed Kepler | Position to be Filled Senior Applications Analyst (Systems Integrator VI), Public Safety - Attorneys |
| Requested by (Hiring Manager) Bert Sletten | Hiring Manager's Job Title Manager ERP & Public Safety Applications |
| Hiring Department BIS, IS&CR | Date of Request 12/6/2005 |

| <u>Criteria Considered</u> | <u>Minimum Qualifications of Vacancy</u> | <u>Current Qualifications of Candidate</u> |
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| 1. Number of years of similar or related work experience | At least four (4) years of experience required performing duties similar to those described above as a systems analyst. Prior experience as a developer expected. | <ul style="list-style-type: none"> • 6 years • Founder of the Wish Foundation before that. |
| 2. Relevant work/professional experience and accomplishments | At least 2 years experience working with complex systems and applications as a Systems Analyst/Programmer performing duties similar to those described above. In addition to the technical skills and experience mentioned, experience in legal or law enforcement positions would be highly desirable. | <ul style="list-style-type: none"> • 4 years working as a consultant working on integration projects. • Only public safety experience has been working on the current Attorney's project. |
| 3. Relevant educational/training accomplishments | Education: Bachelor's degree in Computer Science or closely related field. Equivalence: An equivalent combination of relevant education, training, and experience may be considered. | <ul style="list-style-type: none"> • BS in Marketing • Relevant experience since then |
| 4. Relevant set of knowledge/skills/abilities | <ul style="list-style-type: none"> • Strong knowledge of XML, EDI (Electronic Data Interchange), and MS SQL is required. • Other skills that are highly desired include: RealLegal Practice Manager, Word, Crystal or other report generator for custom reports development, HTML and Dynamic DHTML for custom form development, XAware XML tool, and Stellent or other content/object management systems. • Also desirable are: .net, VB.net/VB6, ASP/ASP.net, and C++ experience. <ol style="list-style-type: none"> 1. In depth Systems and Software Analysis capabilities. 2. Extensive knowledge of specific business applications, application software products, and computer systems for Attorney's and related departments. 3. Knowledge of subject matter and processes of customer area supported (Attorney's and related departments). 4. Skills in application software design, development and systems integration. | <ul style="list-style-type: none"> • We believe Ed Kepler has the relevant knowledge /skills /abilities. • Ed Kepler is currently working with Attorney's project team. When I asked if he would be a competent employee, the Project Manager and Technical personnel said that he was the only competent candidate for the position and would be capable of fulfilling the requirements of the position. |

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| | <ol style="list-style-type: none"> 5. Working knowledge of object oriented programming methods and component based architectures 6. Comprehensive background in diagnosing/isolating complex system problems. 7. Excellent interpersonal skills and ability to communicate with customers to perform needs assessments. 8. Ability to translate technical terms and information into lay terms. 9. Able to work both independently and in a team environment, as necessary. 10. Ability to effectively prioritize and schedule multiple assignments and/or conflicting demands. 11. Problem-solving and analytical skills; able to suggest new, alternative, long-term solutions to customers. 12. Written and Oral Communication skills. 13. Demonstrate a positive, constructive attitude along with commitment and initiative. 14. Ability to give work direction and mentoring to junior staff members 15. Knowledge of the application development life cycle 16. Ability to use process-oriented approach to problem solving, 17. Ability and desire to be aware of, learn, and adapt to current and relevant new technology in both hardware & software. 18. Knowledge of specific business applications vendors and their application software products, (such as RealLegal's Practice Manager, Stellent, etc.). | |
| 5. Other relevant criteria | | Note that Kepler is a current BIS contractor who has worked at the City at a rate of \$50/hour (approx \$100,000/year). |

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| Difficulty in filling the position because of unique skill requirements | We had an unsuccessful search for this position before, in January/February of 2005. |
| Department's capacity to pay for the higher starting salary | Comments: The difference between step 3 and 4 is not that significant considering the current alternative we are using of contracting. Several of the other individuals we interviewed would have demanded higher than step 3 salaries, and some would require step 6 or 7 salaries. |

| Salary Range for Position | Current Salary of Candidate | Proposed Salary |
|---------------------------|---------------------------------|-------------------------------|
| | Approx \$50/hour as consultant. | Lateral move, Step 4 \$65,052 |

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| Approved (Director of Human Resources) | Signature | Date |
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