



Request for City Council Committee Action

Date: June 1, 2005

To: Ways and Means Committee

Submitted by: Karl Kaiser, _____ (612-673-3180)
Pam French, _____

Approved by: John Moir, _____

Subject: Request that the Chief Information Officer be authorized to offer a step 7 starting salary.

Presenters in Committee: Bill Beck, Deputy CIO

Recommendation

Approve the CIO's request for authorization to offer a step 7 starting salary to Allan Hoof, System Integrator V, Electronic Content Management System Application Support Analyst

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
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

Allan Hoof is the leading candidate to be hired as the City's System Integrator V Electronic Content Management System Application Analyst. This position will support the Stellent Content Management System product, the City's enterprise electronic document and records management system. Mr. Hoof was one of only two applicants who met the minimum qualifications for the position and is the only candidate with any experience with the Stellent System.

The position requires a unique combination of hard to find technical skills and experience and Mr. Hoof meets or exceeds the requirements for this position in several critical areas. In relevant

professional experience, for example, his 19 years experience far exceeds the three years experience with the Stellent system that was *preferred* in a qualified candidate. It should also be known that he is currently vice president of the Minnesota Stellent User's Group, and through that role has developed an exceptional in-depth knowledge of the vendor and its product lines.

Mr. Hoof is currently working for the City as a contracted consultant to develop and implement a Stellent system deployment as part of the Attorney Case Management System project. He comes highly recommended by all City associates he has worked with and converting Mr. Hoof from a contractor to an FTE benefits the City both financially and professionally. This request is to offer him the position starting at Step 7 (\$71,862).

Mr. Hoof, as a seasoned, senior-level professional in this field and is the ideal candidate for this position, especially at this point in the City's adoption of more rigorous electronic information management standards and the City's adoption of the Stellent product as its enterprise solution for electronic records management.