

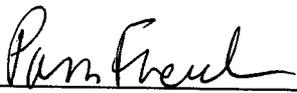


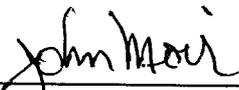
Request for City Council Committee Action

Date: March 28, 2005

To: Ways & Means/Budget Committee

Prepared by: Tim Giles, Director Employee Services Division (673-3341)

Approved by: 
Pam French
Human Resources Director


John Moir
City Coordinator

Subject: **Salary Step Placement for Mr. Michael Christenson – Director Economic Policy and Development**

Presenter in Committee: Pam French, Human Resources Director

Summary of the Request: Approve the placement of Mr. Michael Christenson at Step B of the newly established salary schedule for Director Economic Policy and Development.

Recommendations:

- 1) Place Mr. Christenson at Step B (\$108,948 per year) of the salary schedule in recognition of his service in the position (prior to it being classified) since August, 2003.

Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.

(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:

Attached is a request from the Director, CPED to offer above Step A to Mr. Michael Christenson, Director of Economic Policy and Development, following the classification study recently completed on this position. The request form is a Human Resources Department form that is used when departments request to start a new employee (classified or unclassified/appointed) above Step A for initial hires.

Since there are no rules for the salary step placement of existing unclassified/appointed employees when there is a change in classification status, the same format is being used to assist the Ways & Means Committee in making their decision. The form compares Mr. Christenson's qualifications against the minimum qualifications established for the position.

cc: John Moir, City Coordinator
Timothy Giles, Director, Employee Services
Carol Rogers, Senior Human Resources Consultant
Lee Sheehy, Director, CPED
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
File

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer an Initial Appointed Position Salary Above Step A

Note: The Hiring Department must complete this form and have it approved by the Human Resources Director before making an offer of employment for an appointed position with a salary above Step A.

Candidate's Name: Michael Christenson	Position to be Filled: Director Economic Policy & Dev.
Requested by (Hiring Manager): Lee Sheehy	Hiring Manager's Job Title: Director. CPED
Hiring Department: CPED	Date of Request: 1/1/05

<u>Criteria Considered</u>	<u>Minimum Qualifications of Vacancy</u>	<u>Current Qualifications of Candidate</u>
1. Number of years of similar or related work experience	Master's degree in public affairs, urban studies, economics, public administration, political science or a related field and 12 or more years of diverse and progressively responsible experience, or equivalent. Experience in a for-profit business is preferred.	Candidate has progressed from attorney and partner specializing in municipal employment practice and served as chief counsel to the MTC 1984-1990 to Chief Administrator of MTC 1990-93, to Foundation Executive Director of Allina Health Systems 1993-2001, and attorney with Smith Parker, PLLP from 2002-03. Total years of related experience = 14 years.
2. Relevant work/professional experience and accomplishments	See above	Work experience also includes working in a statewide effort to improve end-of-life care with Project DECIDE. Work in the Phillips Powderhorn Wellness Center, a community-based initiative to improve health among challenged urban populations. Phillips Partnership – an effort led by CEO's to invest in safety, housing & jobs in the Phillips neighborhood. Train to Work, an entry-level jobs program w/over 600 graduates serving Mpls. Health care employers. Health Careers Institute, a history partnership between the Phillips Partnership and Mpls. Comm. & Technical College to move urban residents along hospital career paths. The Healthy Learners Board, partnership between health leaders & Mpls. Public Schools raising immunization rates. Date One Center, an initiative which ensures the survivors of domestic abuse get shelter. Appointed Director Strategic Partnerships 8/03, and Appointed Director Economic Policy & Dev.

		9/04.
3. Relevant educational/training accomplishments	Combination of education & experience equivalent to a masters degree in Public or Business Administration	BA 1981 St. Olaf College JD 1984 U of M Law School Honors & Awards: 2003 West Phillips Citizen of the Year. 2002 Honorary Elder at Phillips Powderhorn Wellness Center. 1999 City Business "Forty under Forty" 1997 McKnight Foundation Fellow to Salzburg Seminar 1992 Minnesota Transit Professional of the Year
4. Relevant set of knowledge/skills/abilities	Public & municipal administration Knowledge of federal, state & local laws Knowledge of the economics of business with emphasis on facilities budgets, labor requirements, transportation needs and customer markets.	Candidate specialized in municipal employment practice and served as chief counsel to the Metropolitan Transit Commission (MTC) Experienced in personnel matters, hiring, training, professive discipline and when necessary, termination. Candidate has the skills to structure expectations and in partnership, get results.
5. Other relevant criteria		Candidate has strong skills in community development, organization, government & policy administration, and leadership.

Difficulty in filling the position because of unique skill requirements	.
Department's capacity to pay for the higher starting salary	Comments: Salary within authorized CPED budget.

Salary Range for Position	Current Salary of Candidate	Proposed Salary
\$103,500 - \$114,395	\$102,303	\$108,948

Approved (HR Director)	Signature	Date:
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