



## Request for City Council Committee Action From the Department of Emergency Communications

Date: 10/11/05

To: The Honorable Barbara Johnson; Chairman, Ways and Means Budget Committee  
Referral to: City Council

**Subject: Starting Salary – Assistant Director, 311 Call Center**

**Recommendation:** Approve the Minneapolis 911/311 Department's recommendation for authorization to offer Step D (top step) of the Assistant Director, 311 Call Center salary schedules to the finalist for that position. This authorization would exist from the present through 2006.

**Previous Directives:** Approval of Appointed Position via Council Action; August 2005.

Prepared or Submitted by: John Dejung, Assistant City Coordinator, X5909

Approved by: John Moir, City Coordinator

Presenters in Committee: John Dejung

**Financial Impact** (Check those that apply)

\_XX No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)

**Background/Supporting Information Attached:**

- ATTACHED is the Assistant Director, 311 Call Center Job Announcement and the City Human Resources Department's form; "Hiring Department's Request to Offer an Initial Appointed Position Salary above Step A".
- BACKGROUND/RATIONALE: This approval will allow the Department, with consultation and agreement from the Human Resources Department, to negotiate with each candidate based on their individual credentials. This hiring procedure will result in the selection and hiring of the very best qualified employee to manage and lead the 311 Call Center and thus to maximize the chances of offering the very best service from the Center (the "voice of the City").
- The attached standard HR Department form provides additional detail on the qualifications of the person to be offered the job.
- The Department of Emergency Communications can accommodate this increase in pay (Department will ensure the total personnel expenses are within the budget recommended by the Mayor in July 2005).