

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer an Initial Classified Position Salary Above Step 3

Note: The Hiring Department must complete this form and have it approved by the Human Resources Director before making an offer of employment for a classified position with a salary above Step 3.

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| Candidate's Name: Teresa Harrold | Position to be Filled: Family Support Specialist II |
| Requested by (Hiring Manager): Debra Bahr-Helgen | Hiring Manager's Job Title: Director |
| Hiring Department: CPED/METP | Date of Request: January 9, 2006 |

| <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 | Two years of relevant experience or equivalent. | Ms. Harrold has sixteen years or relevant work experience. |
| 2. Relevant work/professional experience and accomplishments | | The employment program that Ms. Harrold has been managing for over 10 years, through a contract with METP, has been awarded Youth Vendor of the Year, five times since 1997. |
| 3. Relevant educational/training accomplishments | Bachelors Degree in Psychology, Education or equivalent. | Ms. Harrold has a B. A. in Physical Education and has been certified as a Global Career Development Facilitator. |
| 4. Relevant set of knowledge/skills/abilities | Responsible for researching employment and training issues, planning and evaluation of programs, selected grant and contract development, budget and financial management, and advocacy regarding employment and training related issues in appropriate forums. | Ms. Harrold has experience implementing and managing youth employment programs; writing federal, state, city and foundation grant applications; managing program budgets; and sharing successful employment strategies with interested parties. |
| 5. Other relevant criteria | | |

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| Difficulty in filling the position because of unique skill requirements | Comments: Candidate must have a demonstrated ability to comprehend complicated technical rules and regulations. Yet, at the same time be creative and adaptive to administer a successful program. Candidate must be able to work independently and also, with many different stakeholders. Ms. Harrold has very successfully demonstrated that she possesses the |
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| | unique characteristics that this position requires. |
| Department's capacity to pay for the higher starting salary | Comments: It is within the budget of the department. |

| Salary Range for Position | Current Salary of Candidate | Proposed Salary |
|---------------------------|-----------------------------|-----------------|
| \$40,828 - \$61,432 | \$52,000 | \$52,469 |

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| Approved (HR Director) | Signature | Date |
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