

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.

Candidate's Name: Xuong Tran	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>
1. Number of years of similar or related work experience	Two years of relevant experience or equivalent.	Mr. Tran has almost ten years relevant work experience.
2. Relevant work/professional experience and accomplishments		Mr. Tran currently manages several employment and training programs at a community based agency.
3. Relevant educational/training accomplishments	Bachelors Degree in Psychology, Education or equivalent.	Mr. Tran has a B. A. in Education from the University of Minnesota and has been certified as a Global Career Development Facilitator and has completed a mini-MBA in International Management at the University of St. Thomas.
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.	Mr. Tran has experience in coordinating employment and training programs; developing policy; collecting data and preparing reports; assisting with fund raising efforts; managing budgets; interpreting legislative changes; and monitoring the performance of employment and training programs.
5. Other relevant criteria		Mr. Tran is bi-lingual in English, Chinese and Vietnamese.

Difficulty in filling the position because of unique skill requirements	Comments: Candidate must be self motivated, able to work independently, but at the same time be able to maintain positive relationships with many different stakeholders in the community. Mr. Tran has demonstrated through his work experience that he possesses the required unique blend of skills and personality traits necessary to be successful in this position.
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	\$43,000 (agency has counter offered him \$48,000)	\$49,857

Approved (HR Director)	Signature	Date
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