

## 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: Linda Dehaven	Position to be Filled: Family Support Specialist III
Requested by (Hiring Manager): Chip Wells	Hiring Manager's Job Title: Director
Hiring Department: CPED/METP	Date of Request: September 14, 2005

<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	Three years of relevant experience in program planning and management with experience in providing direct services or case management.	Ms. Dehaven has sixteen years of relevant work experience.
2. Relevant work/professional experience and accomplishments		Ms. Dehaven has sixteen years of relevant work experience in the employment and training field and was a part of a handful of counties involved in the MFIP field trials. For the past four years as Director of Dakota County Technical College Employment and Training, Ms. Dehaven has provided program oversight for Welfare to Work programs.
3. Relevant educational/training accomplishments	Bachelors Degree in Psychology, Education or equivalent	Ms. Dehaven has a Bachelor's Degree in Psychology and Sociology from Carroll College and a Master of Science Degree in Personnel and Counseling with Drake University.
4. Relevant set of knowledge/skills/abilities	Considerable knowledge of vocational guidance programs and related social service programs. Considerable knowledge of contract management, grant writing, policy development and implementation. Skill in policy development and analysis, government relations, project management and marketing communications. Strong written and verbal communication skills and ability to work with a diverse population. Knowledge of governmental systems including,	Ms. Dehaven has considerable knowledge in all of these areas. Her past experience includes six years as a vocational guidance counselor, six years as an employment and training supervisor, and four years as a director of employment

	funding, rule making, limits on fund usage, etc.	and training programs with Dakota County Technical College Employment and Training Center.
5. Other relevant criteria		Ms. Dehaven brings considerable knowledge of educational and training opportunities from her experience in the MnSCU system.

Difficulty in filling the position because of unique skill requirements	Comments: It is extremely difficult to find a candidate with the programmatic, management and technical skills and experience specifically related to the MFIP program. The department operates the MFIP program under a joint powers agreement with Hennepin County. Hennepin County contracts with METP for technical expertise in the MFIP program was involved in the selection of this candidate.
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
\$46,326 - \$69,739	\$65,739	\$65,733

Approved (HR Director)	Signature	Date
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