



Request for City Council Committee Action from the Department of Finance

Date: October 24, 2006

To: Paul Ostrow, Chair, Ways and Means Committee

Referral to:

Subject: Request the Finance Officer be authorized to offer a step 4 starting salary

Recommendation: Approve Finance Officer's request for authorization to offer step 4 starting salary to Ethel Pavlin, Accountant II

Previous Directives:

Prepared by: Mary Dunning, Accounting Manager, 673-3608

Approved by: Patrick Born _____, 673-3375
Finance Officer

Steven Bosacker _____, 673-3992
City Coordinator

Presenters in Committee:

Reviews

- Permanent Review Committee (PRC): Approval ___ Date _____
- Policy Review Group (PRG): Approval ___ Date _____

Financial Impact

- No financial impact X
- Action requires an appropriation increase to the ___ Capital Budget or ___ Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Action is within the Business Plan X
- Action requires a change to the Business Plan

- Other financial impact
- Request provided to the Finance Department when provided to the Committee Coordinator

Community Impact

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other

Supporting Information: The candidate is being hired from an external agency, and is highly qualified for the position. The candidate's requested starting salary is consistent with salary requests from other applicants. Preliminary market research regarding the salary range for this and similar positions indicate the salary structure is roughly 10%-15% low. In order to attract qualified external candidates in this market the Department needs to offer a starting salary equal to the 4th step.