

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer Salary Above Step 3

Candidate's Name Chris Burow	Position to be Filled Senior Applications Analyst (Systems Integrator VI), Public Safety - Police
Requested by (Hiring Manager) Bert Sletten	Hiring Manager's Job Title Manager ERP & Public Safety Applications
Hiring Department BIS, IS&CR	Date of Request 12/6/2005

<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	At least four (4) years of experience required performing duties similar to those described above as a systems analyst. Prior experience as a developer expected.	<ul style="list-style-type: none"> • 9 years • Was a biochemist before that.
2. Relevant work/professional experience and accomplishments	At least 2 years experience working with complex systems and applications as a Systems Analyst/Programmer performing duties similar to those described above. Experience in a public safety environment a plus.	<ul style="list-style-type: none"> • 5 years working at US Coast Guard Operations Systems Center • Part of team working on their MIS and Law Enforcement application
3. Relevant educational/training accomplishments	Education: Bachelor's degree in Computer Science or closely related field. Equivalence: An equivalent combination of relevant education, training, and experience may be considered.	<ul style="list-style-type: none"> • BS and MS in Biochemistry • Relevant experience since then
4. Relevant set of knowledge/skills/abilities	<ul style="list-style-type: none"> • Strong knowledge of MS VB.net/VB6, MS SQL Server and 2000, ASP/ASP.net, and C++ experience • Other skills that are highly desired include: EDI (XML, XAware, and MQ Series). • Also desirable are: JAVA experience. <ol style="list-style-type: none"> 1. In depth Systems and Software Analysis capabilities. 2. Extensive knowledge of specific business applications, application software products, and computer systems for the Minneapolis Police Department and related departments. 3. Knowledge of subject matter and processes of customer area supported (Police and related departments). 4. Skills in application software design, development and systems integration. 5. Working knowledge of object oriented programming methods and component based architectures 6. Comprehensive background in diagnosing/isolating complex system 	<ul style="list-style-type: none"> • We believe Chris Burow has the relevant knowledge /skills /abilities. This interview process in particular was technically rigorous and involved the attached questions, which he answered satisfactorily. • In addition, when he was on site at the City, we posed an actual problem in the CAPRS application and asked him to investigate and solve it. He was able in a short period of time to find that problem and make a correct recommendation for its solution. • The above steps were taken because the previous employee incumbent we believed had these knowledge, skills, and abilities, but in the day-to-day work proved to be less skilled than believed.

	<p>problems.</p> <ol style="list-style-type: none"> 7. Excellent interpersonal skills and ability to communicate with customers to perform needs assessments. 8. Ability to translate technical terms and information into lay terms. 9. Able to work both independently and in a team environment, as necessary. 10. Ability to effectively prioritize and schedule multiple assignments and/or conflicting demands. 11. Problem-solving and analytical skills; able to suggest new, alternative, long-term solutions to customers. 12. Written and Oral Communication skills. 13. Demonstrate a positive, constructive attitude along with commitment and initiative. 14. Ability to give work direction and mentoring to junior staff members 15. Knowledge of the application development life cycle 16. Ability to use process-oriented approach to problem solving, 17. Ability and desire to be aware of, learn, and adapt to current and relevant new technology in both hardware & software. 18. Knowledge of specific business applications vendors and their application software products. 	
5. Other relevant criteria		Note that the employee hired will fill the position of a current BIS contractor who has worked at the city from 9/1997 to present, at a rate of \$80/hour (approx \$160,000/year).

Difficulty in filling the position because of unique skill requirements	We have had unsuccessful searches for this position before. Our last hire for this position proved to be less than required and had to be let go during the probation process
Department's capacity to pay for the higher starting salary	Comments: The difference between step 3 and 6 is not that significant considering the current alternative we are using of contracting. Several of the other individuals we interviewed would have demanded higher than step 3 salaries, and some would require step 7 salaries.

Salary Range for Position	Current Salary of Candidate	Proposed Salary
	\$70-71,000 I am told at current job	Lateral move, Step 6 \$72,289

Approved (Director of Human Resources)	Signature	Date
--	-----------	------

VB6 questions

1. What is an MDI form?
2. What is a dialog box, and how is it different from a standard form?
3. Explain how ADO works, and compare it to DAO. Why is ADO better?
4. Explain your last VB6 project.
 - a. How many forms did it contain?
 - b. How many of those forms did you write or maintain?
 - c. What type of application was it (database, client/server, etc.)?
5. You are asked to maintain an application written in VB6. The code uses many non-standard techniques and design elements that are common throughout each screen on the app. You are adding a new screen, and wonder if you should continue using the old design elements or use new ones. What would you do and why?

SQL questions

1. Can a stored procedure access the file system?
2. Explain how you've used DTS.
3. Suppose you have a production DTS job that runs as a scheduled job on your production SQL server. You get a call that the job failed because the user didn't get their morning data set. How would you troubleshoot this problem?
4. How would you write such a DTS job to make troubleshooting easier?
5. How many tables are in the biggest database you have been responsible for maintaining?
6. What are the 3 types of SQL replication and what are they good for?
7. What are the differences between replication in SQL 7 and SQL 2000?
8. Explain SQL security in a nutshell.

XML/XSL questions

1. What is an XML Schema?
2. What is a well-formed XML document?
3. What is an XSLT style sheet?
4. Why would you use XML?
5. Have you used any XML tools? Which ones?
6. Have you ever heard of the Global Justice XML Data Model?
7. Have you ever written an XSLT style sheet?
8. What is the purpose of XML Namespaces?
9. When would you use DOM vs. SAX for retrieving elements from an XML document?
10. Please write a small XML document containing 5 elements using the default namespace of "myNameSpace" and a qualified 2nd namespace of "myOtherNS". Include elements from both namespaces.

.NET questions

1. What is a web service?
2. What are some differences in approach to design of web applications vs. desktop applications?
3. Do you know C#.NET?
4. What isPostBack?
5. Explain the differences between public, protected, private, and internal.
6. What is a static method?
7. What is a Windows Service and how does its lifecycle differ from a "standard" EXE?

Message queuing questions

1. Have you ever used message queuing? Can you explain how it works?

General questions

1. What does "Change Control" mean to you?

2. How would you manage the roll-out of a desktop application to 500+ computers?
3. How easily can you start and stop tasks, and handle work interruptions to answer questions and solve problems?
4. How easily can you work with a team of others, where several others have control over a different piece of the whole solution, and you have no control over any of it?
5. Are you intimidated by people who carry guns?