



Request for City Council Committee Action from the Department of City Clerk

Date: March 17, 2006

To: Ways and Means/Budget Committee
Referral to

Subject: Step 7 Salary for Barbara Anderson, Council Office Associate

Recommendation:

It is recommended that Barbara Anderson, newly hired Council Office Associate in ward 13, be granted the Step 7 rate of pay for that classification effective upon hire. Funds to pay the salary and fringe benefits are in 0100-260-2611.

[Permanent Review Committee \(PRC\)](#) Approval _____ Not Applicable ___X___

Presenters in Committee: CM Betsy Hodges, ext 2213 or Aide Ben Hecker ext 3199

Financial Impact: Action is within current department budget

Community Impact: None

Background/Supporting Information Attached: Barbara Anderson has been hired by Ward 13 to be the Council Office Associate. Ms Anderson has 30 years of high level office experience including Hennepin County and the City of Minneapolis. She began with the City in the City Clerks Office in the early 1970s and has performed the job of Council Office Associate for 9 months in wards 1, 11, 12, and 13. Barbara has performed all the required duties of the Associate position including conference set up, scheduling meetings, proofing documents and correspondence, maintaining calendars, responding to constituent issues and completing special projects.