



Request for City Council Committee Action from the Department of Community Planning & Economic Development

Date: January 19, 2006
To: Council Member Benson, Health, Energy and Environment Committee
Referral to: Council Member Ostrow, Ways and Means Committee
Subject: Request approval to start Family Support Specialist II –
Employment and Training at level Step 5

Recommendation:

Minneapolis Employment and Training Program requests your approval to hire Teresa Harrold at a level 5 of the salary scale for Family Support Specialist II – Employment and Training.

Previous Directives:

Prepared or Submitted by: Catherine Christian, Family Support Specialist III, x6230

Approved by: Mike Christenson, Director, Economic Policy and Development

Permanent Review Committee (PRC) Approval ____ Not Applicable x

Note: To determine if applicable see <http://insite/finance/purchasing/permanent-review-committee-overview.asp>

Policy Review Group (PRG) Approval ____ Date of Approval ____ Not Applicable ____

Note: The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee (name, title) Deb Bahr-Helgen, Director, Employment and Training Program

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- 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.
- Business Plan: ____ Action is within the plan. ____ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department’s finance contact when provided to the Committee Coordinator.

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information Attached:

We are seeking to fill the position of Family Support Specialist II with the top candidate for the position, Teresa Harrold. The position is 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. Specifically, this position provides technical and advisory assistance regarding employment and training issues to individuals, groups, and organizations. The applicant more than meets the minimum two years minimum experience as required for the position. Ms. Harrold has spent the last ten years of her professional career working in the field of employment and training. The community based agency where she works has received numerous Vendor of the Year awards from METP for the program that Teresa manages. This fact attests to her ability to comprehend and effectively manage METP employment and training programs. Along with Ms. Harrold's years of work experience directly related to this position, she holds a Bachelor's Degree and is certified as a Global Career Development Facilitator. With her work history and knowledge of employment and training programs, Ms. Harrold will be an extremely valuable addition to METP.

Reason for request to start at Step 5

Currently, Ms. Harrold is paid \$52,000 by the American Indian OIC. Step 5 of Family Support Specialist II is \$52,469. At Step 5 of the rate, she will be accepting this position at a salary level fairly equal to her current level.

We believe starting Ms. Harrold at Step 5 is a reasonable request.

Approved (HR Director)	Signature	Date
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