



DATE: February 26, 2018
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Appointment of Accounting Analyst

Budgeted Amount: N/A	Actual Amount: N/A	Funding Source: Various
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Council Should Consider

The Council should consider appointing Pang Silseth to the position of Accounting Analyst.

Background

The current Accounting Analyst has submitted their resignation and will end service with the City on March 1, 2018. It is being recommended the City Council appoint Pang Silseth, the Accounting Clerk, to the position of Accounting Analyst effective March 5, 2018. It is being recommended Pang Silseth be appointed at Grade 11 Step 7, with a step increase following the successful completion of a six month probationary period, and another step increase at twelve months, and any subsequent step increases annually thereafter. All other current benefits will remain the same. See below for Grade and Step impact. This will have no budget impact for 2018 as the current Accounting Analyst was already at the top of their respective scale.

Current/Proposed	Grade / Step	Hourly Rate
Current	Grade 9 Step 9	30.61
Proposed	Grade 11 Step 7	32.42

Attachment

Attachment A: Offer Letter