

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
Dept: City Manager
Subject: APPOINTMENT:
 SENIOR ECONOMIC
 DEVELOPMENT SPECIALIST

From: John D.R. Clark
Dept: Human Resources
Date: November 27, 2007

OBJECTIVE

To request City Council approval to appoint a new Senior Economic Development Specialist at Step "G" of the salary range.

DISCUSSION

The Municipal Code allows the City Manager to appoint new employees at any of the first three steps of the established salary range. The City Council, by minute order, can approve the hiring of an employee at any step in the salary range.

The Economic Development Director is requesting Step "G" placement for a highly qualified Senior Economic Development Specialist candidate who brings over 13 years of directly related experience in redevelopment, economic development, community development and housing.

In his current position as an Assistant Project Manager for the City of San Bernardino Economic Development/Redevelopment Agency, he is responsible for the administration of the City's Business Incentive Grant, Business Utility User's Tax Rebate, and Business Liaison programs. He has co-authored and designed the layout for the Agency's 2005-2009 Five-Year Implementation Plan. He has also been involved in several construction projects and has served as the Agency representative for the Environmental Design Review and Northwest Project Area Committees.

He appears to be an excellent fit for the current vacancy in the Economic Development Department, where many of this position's responsibilities require the level of experience in project management, program administration and policy development that he has attained.

FISCAL IMPACT

There is no additional fiscal impact, as there are funds in the current budget to cover the request.

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COMMUNITY VISION IMPLEMENTATION

Effectively managing the City's economic program supports the work of the Economic Development Department in meeting the goals of the 2005 – 2010 Strategic Plan. This position assists the Economic Development Department in improving the shopping, dining and entertaining options for both residents and visitors, without undermining the character of the community.

RECOMMENDATION

It is recommended that the City Council:

- Approve appointment of a Senior Economic Development Specialist candidate at Step "G" of salary range E162.

JOHN D.R. CLARK
Director of Human Resources

By: NANCY RALSTEN
Senior Human Resources Analyst