



HUMAN RESOURCES DEPARTMENT

City of Burlington

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TO: City Council

FROM: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

DATE: August 30, 2013

RE: Communication – Step placement for Julie Laplume, Assistant Chief Accountant

We respectfully bring forth a communication from Assistant Chief Administrative Officer, Clerk/Treasurer's Office, Rich Goodwin, that Julie Laplume, Assistant Chief Accountant be considered for step-placement. This request is pursuant to the City of Burlington Comprehensive Personnel Policy, Section 5.4 Compensation Plan, subsection a. Placement, which states: "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experienced required in the position description) may be converted to additional steps at a 2:1 ration, up to a maximum of step seven (7)".

The required minimum qualifications for the position are three (3) years of relevant experience in accounting and a Bachelor's Degree in Accounting or Business Administration. As represented in her resume, Ms. Laplume possesses a Bachelor of Science Degree in Business Administration with a concentration in Accounting and Human Resource Management and 7 years' experience, as well as seven months of City work as a Senior Account for the Clerk/Treasurer's Office.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington's Comprehensive Personnel Policy Manual, Ms. Laplume is eligible for placement at a step two (2). This equates to a salary of \$60,707.45 per year. This annual amount is derived from the FY14 Non-Union Pay scale. This request does not represent a change to the organizational chart for the department.

Ms. Laplume replaces Ms. Lara Aley who held the position for almost two (2) years. The Clerk/Treasurer's Office FY14 Budget Request for this position is currently \$61,326.00. Considering the step placement requested above, and the FY14 Budget Request for this salary, there is an approximate savings of \$618.55 to the FY14 budget request.

Based on the Assistant Chief Administrative Officer's request, pursuant to Section 5.4(a) of the City of Burlington's Comprehensive Personnel Policy Manual, which states: "Upon placement of an employee, a communication shall be sent to the City Council detailing the placement", and with Mayoral and HR Director approval to place Ms. Laplume at a step two (2), grade twenty (20) to take effect immediately following approval.