



HUMAN RESOURCES DEPARTMENT


City of Burlington

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TO: City Council

FROM: Benjamin Pacy, Human Resources Generalist
Susan Leonard, Human Resources Director 

DATE: September 9, 2013

RE: Communication – Step placement for Jeremy Patrie, Division Manager of Technical Operations and Commercial Sales – Burlington Telecom

We respectfully bring forth a communication acknowledging approval of Step placement for Jeremy Patrie. This communication is pursuant to the City of Burlington Comprehensive Personnel Policy, Section 5.4 Compensation Plan, subsection a. Placement, which states: “An employee appointed to a position should normally be compensated at the minimum rate of pay assigned to the class to which the position is allocated. However, at the request of the appointing authority, subject to the approval of the Mayor, and within existing budgetary approvals, original employment at a salary above the minimum step may be made on written certification by the Human Resources Director that such action is justified by exceptional qualifications of the applicant. Such a request must be made by the appointing authority at the time of the hire and shall not be granted at a later date. 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 experience 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 Bachelor’s degree in Engineering or Business or related field or a minimum of 5 years demonstrable experience in a position of similar responsibility and seniority; Minimum of 10 years experience working in relevant position(s) with experience working in network engineering and/or operations within a telecommunications company. As represented in his resume, Mr. Patrie demonstrates more than 15 years’ experience, including 7+ years at Burlington Telecom.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, Mr. Patrie is eligible for placement at a step three (3). This equates to a salary of \$105,677 per year. This annual amount is derived from the FY14 Telecom Salary Table.

The funding of this position is being accomplished through a reorganization that was reviewed by the Board of Finance on August 5th and approved by the City Council on August 12th.

Mr. Patrie has been approved by the Human Resources Director and the Mayor for placement at a step three (3), grade twenty (20) of the Telecom Salary Table, to take effect on Mr. Patrie’s date of hire.