



## 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: January 3, 2014

RE: Communication – Step placement for Martha Keenan, Capital Improvement Program Manager

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We respectfully bring forth a communication from Assistant Director of Public Works, Norm Baldwin, that Martha Keenan, Capital Improvement Program Manager 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 construction management and project implementation and an Associate’s Degree in Construction Management, Architecture, Landscape or related field. As represented in her resume, Ms. Keenan possesses a Bachelor of Science Degree in Animal Science and Agricultural Economics, with certifications in Construction Management and Certified Property Management and almost 13 years’ experience.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, Ms. Keenan is eligible for placement at a step five (5). This equates to a salary of \$59,140.54 per year. This annual amount is derived from the FY14 Non-Union Pay scale. Creation of this position was requested and approved by the Board of Finance in September 2013 and will be funded through the Departments FY14 CIP fees for services.

Based on the Assistant Director of Public Works 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. Keenan at a step five (5), grade nineteen (19) to take effect immediately following approval.