



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Office of the Mayor

300 6th Street

605-394-4110

E-mail: mayorsoffice@rcgov.org

February 16, 2017

Rapid City Common Council
300 Sixth Street
Rapid City, SD 57701

Re: Request to Remove Step Restrictions for NU18 Budget Analyst Hiring

Dear Council Member:

The application and interview window for the Mayor's Office Budget Analyst was completed on January 24, 2017. Five highly qualified candidates were interviewed, and I was impressed by the caliber of candidates this position posting appealed to.

The interview panel has made its selection, and I have extended a hiring offer to the front running candidate; however, this candidate greatly exceeds all qualifications posted on the job description for this position and will not be accepting our offer at the current salary range authorized. Therefore, I am seeking authorization from you to remove the step restrictions placed on a grade 18, in order to secure this hire.

The resolution you authorized me to sign on November 22, 2016, places the budget analyst at a Non-Union Grade 18. The salary range for this grade spans from \$48,334 to \$72,826; however, a new hire is restricted to \$48,334 to \$52,073 without the Mayor receiving Council authorization. I am now asking that you grant me an exception for this particular instance, and allow me to offer this candidate a salary anywhere on the NU18 pay scale.

As I indicated to you in my correspondence dated November 14, 2016, the budget analyst will be responsible for adequately administering the City's \$160 million annual budget and implementing the priority based budgeting system for the City. These responsibilities cannot go to just anyone, and I truly believe we have found the best qualified candidate to trust with these tasks. Furthermore, I believe the upfront cost associated with this request will more than pay for itself in terms of the quality candidate we would be hiring, who has the capability to administer the City's budget in a more efficient manner than has ever been accomplished.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Since this item is time sensitive, I will be placing it on the February 21, 2017 City Council Agenda, in the hopes of receiving your support. I will provide you with the candidate's application during this meeting to assist with this decision and request.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Allender". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Steve Allender, Mayor
Rapid City, South Dakota