



REQUEST FOR COUNCIL ACTION

MEETING DATE: February 7, 2022
PREPARED BY: Human Resources
AGENDA ITEM: Appointment of part-time customer service representative

PREVIOUS ACTIONS:

Motion to authorize staff to begin the recruitment process for the vacant position of part-time customer service representative in the administration department as a result of the transfer of Kim Hansen to the community and economic development department.

RECOMMENDED COUNCIL ACTION:

Motion to approve the appointment of Patricia Anderson to the position of part-time customer service representative in the administration department at an annual salary of \$25,754.56, effective February 14, 2022 subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

COMMENTS:

Interviews were conducted in December of 2021, and January of 2022 with an interview panel consisting of the administration leadership team and human resources. Patricia was one of ten applicants interviewed, and has a bachelor's degree in public administration combined with numerous years of experience in administrative roles. We are excited to have Patricia join the Maple Grove administration department.

ATTACHMENTS:

None