



REQUEST FOR COUNCIL ACTION

MEETING DATE: February 6, 2023
PREPARED BY: Human Resources
AGENDA ITEM: Appointment of administrative assistant I

PREVIOUS ACTIONS:

Motion to authorize staff to begin the recruitment process for the position of administrative assistant I due to the promotion of Jamy Hanson.

RECOMMENDED COUNCIL ACTION:

Motion to approve the appointment of Brennan Sorensen to the position of administrative assistant I with an annual salary of \$61,667.84, subject to a 12-month probationary period, and provided the successful clearance of all required pre-employment screenings.

COMMENTS:

Two rounds of interviews were conducted with interview panels consisting of the human resources and administration departments. Brennan has Bachelor's Degree in Political Science and Public Administration from Winona State University. Brennan comes to Maple Grove having most recently served with the City of Falcon Heights as Administrative & Communications Coordinator. We are excited to have Brennan as a new member to the team.

ATTACHMENTS:

None