



STAFF REPORT

DATE: July 2, 2024

CONSENT

AGENDA ITEM: Approve Hire for Planning Assistant

SUBMITTED BY: Karissa Goers, Administrative Services Director

REVIEWED BY: Jason Stopa, Community Development Director

BACKGROUND:

We recently promoted our planning assistant to city planner and posted a vacancy for planning assistant. The Community Development Director and I conducted interviews between June 11-18.

ISSUE BEFORE COUNCIL:

Should Miranda Moulis be hired as the Planning Assistant at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

The recommendation is to hire Miranda Moulis with a pay rate at grade 4, step 4 (\$26.40/hour). Her tentative start date is July 22nd.

Miranda has worked in the public sector as a disaster preparedness associate with the American Red Cross, and as a transportation planning intern with the Dept. of Public Works at the City of St. Paul. She is a graduate of Macalester College with a bachelor's in environmental studies.

FISCAL IMPACT:

This position has been included in the 2024 budget.

OPTIONS:

- 1) Hire Moulis as Planning Assistant at the terms described above.
- 2) Do not approve the hire of Planning Assistant and re-advertise the position.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to hire Miranda Moulis as Planning Assistant at grade 4, step 4 pay rate.”

ATTACHMENTS:

None