

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Conditional Offer of Employment
DATE: September 3, 2024

OVERVIEW:

On March 18th, 2024, the City Council approved the promotion of Records Clerk Sandy Hom to the position of Administrative Assistant, effective September 30th, 2024. At that time the City Council also approved to post an opening seeking candidates to fill the future vacant position of Records Clerk.

The position was posted from August 5th, through August 18th, 2024, with 39 completed applications received. During the hiring process, it's been determined that Chasity Ecklund is the current top candidate for the position. On August 28th a conditional offer of employment was extended to Chasity which is contingent upon City Council approval and a thorough background investigation. Chasity was offered to start at grade 6, step 2 of the city pay scale which was based on prior experience and qualifications. The conditional offer was accepted by Chasity on August 29th.

ACTION TO BE CONSIDERED:

Motion to authorize hiring Police Records Clerk Chasity Ecklund at grade 6, step 2 of the City pay scale contingent upon the successful completion of a thorough background investigation.

BUDGET IMPLICATION:

The Police Records Clerk position is a budgeted position.

Attachments: