

ATTACHMENT D

Eric C. Frimodt

From: Robin Hall [rhall@ci.lynnwood.wa.us]
Sent: Friday, May 01, 2009 2:30 PM
To: Eric Frimodt; Eric C. Frimodt; Katherine F. Weber
Subject: Asst. City Admin Letter to Eric Frimodt

Attachments: Asst. City Admin Letter to Eric Frimodt.doc

<<Asst. City Admin Letter to Eric Frimodt.doc>>

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

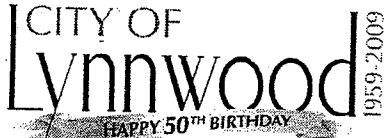
Eric and Kathy, here is the letter the Mayor requested. I will be out next week, so if you have any recommendations for changes, you should send them to me ASAP. Otherwise, I will sign this letter and send a hard copy off to you on Monday.

Thanks,

Robin

Robin L. Hall
Human Resources Director
City of Lynnwood, WA
425.670.5081
425.670.8722 (fax)
rhall@ci.lynnwood.wa.us

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HUMAN RESOURCES DEPARTMENT

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

May 1, 2009

Mr. Eric Frimodt
City Attorney
City of Lynnwood
PO Box 5008
Lynnwood, WA 98046-5008

Dear Eric,

I have reviewed Stephanie Simpson's application for the position of Assistant City Administrator and have discussed the screening criteria used by Tracy Sloan, the Human Resources Analyst conducting the recruitment, with Ms. Sloan. I have deemed Ms. Simpson not to be qualified for the position.

The minimum qualifications for the Assistant City Administrator read as follows:

Master's degree in Public Administration or closely related field plus five (5) years demonstrated successful progressively-responsible experience in public sector management, preferably in municipal government, or an equivalent combination of related education and experience.

Ms. Simpson does not have a Master's degree. She has limited experience in public sector management. She worked as the Director of the ASUW Experimental College for almost two years. Her other related public sector experience is as the Executive Assistant to the Mayor in Lynnwood and a Legislative Assistant for the King County Council, but these were not management positions. Her experience as a campaign manager would not qualify as public sector management experience since she did not work for a governmental entity.

The City has interviewed internal candidates, who do not technically meet the minimum qualifications for a particular position, in the past. The decisions to interview on those occasions were made based on a belief that, in those particular instances, the internal candidate's exposure to City policies, procedures, and processes outweighed their lack of experience in certain areas. Ms. Sloan included Ms. Simpson as a well-qualified candidate in her initial screening for that reason.

Please let me know if you have any questions or wish to discuss this matter further. I can be reached at 425.670.5081.