



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

Memo

To: Mayor and Assembly Members
From: Mike Middleton, Deputy Finance Director
Via: Jay Sweeney, Mark Gorman
Date: May 9, 2014
Re: Tax Accountant Offer Letter

Management is requesting an approval from the Assembly to hire a Tax Accountant at Step L on Grade 29 (\$29.27/hour). This is necessary to fill the position with a qualified professional and will keep his wage comparative to the wage he is leaving in Delaware to come here.

The decision to offer a wage past Step C was not taken lightly, but it is a function of the available professionals interested in the position. We received a total of four (4) applications/resumes. Of the group, only one (1) had the required education and multiple years of relevant experience but this individual does not live in Alaska. Two (2) of the other applicants were pursuing a degree in an appropriate subject and were local. The last applicant was not qualified.

Of the two (2) local applicants that were partway through the education process, Management felt one had a fair grasp on the subject matter and was trainable. This individual was also employed in a profession providing reinforcement of the degree being pursued. However, this person requested to be removed from consideration for the position due to personal reasons.

This leaves Mr. Hardik J. Patel as the only qualified candidate. His work history shows rapid growth, the assumption of greater responsibilities and adapting to changing work environments. Additionally, he has years of experience with a small family business so he will be in a good position to understand the difficulties facing businesses collecting and remitting sales and bed taxes. He has the demonstrated skill set and ability to do well in this position.

As already stated, if this offer is approved, the wage he would receive would be comparable to what he is currently making in Delaware. The offer to Mr. Patel also includes a \$5,000 moving allowance.

We ask for the Assembly to approve the offer and moving allowance.