

**Office of Human Resources/
Affirmative Action**

Terry W. Parker
Human Resources Manager

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City of Racine, Wisconsin

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TO: Honorable Gary Becker, Mayor
Members of the Common Council

FROM: Terry Parker
Human Resources Manager

DATE: May 1, 2008

RE: Appearance before Personnel/Finance Committee

I respectfully request the opportunity to appear before the Personnel/Finance Committee to obtain additional funding from the Contingency Fund in the amount of \$14,490 for advertising in 2008.

Attachment (1)

Human Resources Request for Additional Funds for Advertising Open Positions

Original Budget	
\$	15,000.00
Expended YTD (4/30/2008)	
\$	15,000.00
Estimate per advertised position (Number of Recruitments/expenditures)	
\$	600.00
Projected retirees based on age 2008	7
Projected number of employee loses based on first quarter (Terminations due to factors other than retirement)	5
Projected number of advertisements (Estimating recruitments that will take more than one advertisement to fill, i.e. Director Community Health Programs, Civil Engineer, Transit Planner, etc*.)	3
Number of open positions that will require additional funding for advertisement	8
Requested funds to cover shortfall	
\$	13,800.00
Including escalator for ads outside of Racine (Conservatively 0.05% of the total)	690.00
Total Requested	14,490.00

*Note: for a number of the highly skilled positions we are going to be forced to advertise outside of Racine. The projected rate of \$600.00 per ad increases dramatically when we use this market, as a comparable ad in the Chicago Tribune is approximately double the cost of an advertisement in the Milwaukee Journal Sentinel which averages approximately \$1,000.00 per ad.