



**HUMAN RESOURCES DEPARTMENT**  
City of Burlington

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**MEMO**

TO: Board of Finance

FROM: Stephanie Hanker, Human Resources Generalist  
Susan Leonard, Human Resources Director

DATE: April 29, 2011

RE: Recommendation – Step placement for Deryk Roach, Superintendent of Parks Operations and Maintenance

I recommend that Deryk Roach, incumbent for the position of Superintendent of Parks Operations and Maintenance, is placed at step 7 of Grade 21 (Step 1 - \$58751.19, Step 7 - \$65575.66 annually) in the Willis Classification System pursuant to Section 5.4 Compensation Plan, subsection A. Placement, of the City of Burlington Comprehensive Personnel Policy Manual. In response to being able to offer Mr. Roach this position with the City's Parks and Recreation Department, we would ask the Board to also factor in his prior relevant experience, knowledge, and specific job duties that have been in a municipal setting. The minimum qualifications for the Superintendent of Parks Operations and Maintenance position require 6 years of experience as well as a Bachelors degree. Mr. Roach possesses a total of 7 years of direct experience in Municipal Parks Operations. In addition to his experience Mr. Roach holds an Associates Degree in Arboriculture and Parks Management, as well as a Bachelors degree in Urban Forestry for the University of Massachusetts, Stockbridge School of Arboriculture. Mr. Roach also has 4 years of experience with the US Army Corps of Engineers providing specific experience with Parks Operations responsibilities. Mr. Roach is currently making close to a step 7 of a grade 21 with the City of Springfield MA, and with the need to be competitive and make an offer to this excellent candidate we ask that the Board approve this request.

Thank you for your consideration.

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