



Tilane

City of Albuquerque

Martin Chavez, Mayor

Interoffice Memorandum

June 16, 2003

To: Department Directors

From: Jay Czar, Chief Administrative Officer

Subject: Interviewing Financial and Information System Positions

The Department of Finance and Administrative Services (DFA) can provide invaluable assistance in helping departments determine the best-qualified candidates for positions requiring a financial or information technology background. Effective immediately, departments advertising financial or information systems positions will be required to use DFA staff as subject matter experts for the development of technical interview questions and to participate as members of the interview panel. Please contact Sandy Doyle at 768-3365 to assign a DFA staff member.

Cc: Gail Reese, Chief Financial Officer
James Lewis, Chief Operations Officer
Nick Bakas, Chief Public Safety Officer
Sandy Doyle, Finance & Administrative Services
Patricia Miller, Human Resources