



**Department of Civil Rights**

Lucía Nuñez, Director  
Norman D. Davis, Division Manager

**Affirmative Action Division**

City-County Building, Room 523  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
PH: 608 266 4910  
TTY/Textnet: 886 704-2314  
FAX: 608 266-6514

<http://www.cityofmadison.com/affact/AAIndex.html>

Ms. Veldran,

**Congratulations!** Your proposal has been selected to receive a fully funded AASPIRE Intern for 2008. The amount available to fund your department's intern is \$4,089.60.

This year, we will create individual recruitments and position descriptions for each proposal. Please **submit a certification for hire request and position description** for each position to Sylvia Moss, City of Madison Human Resources. **The deadline for submitting the certification-hiring request is February 14, 2008.** You will need to include the following information on your certification-hiring request:

- Rate of pay: \$12.84
- Class No: 997
- Title: Management Intern I (AASPIRE Intern)
- Comp Group: 17
- Range: 0.
- Job Family: 5C
- Closing Date: March 28, 2008
- Job Announcement Posting Request: Open Competitive
- Number of Openings: 1
- Contact:
- Account No.:

If you have any other questions about the hiring process or completing the certification-hiring request you can contact Sylvia Moss at 266-4615.

It is important that you interview each applicant certified to your agency. If you experience difficulties reaching an applicant, let me know so that I can assist you. **After conducting the interviews, please contact me prior to making a job offer.** If possible, we would like all interns to begin their internships the week of May 19, 2008.

This year's AASPIRE Intern Retreat will be held on Monday, July 14th, 2008. I will be in touch once arrangements have been finalized to get the names of who from your agency will attend.

At the end of the internship, please submit the total number of hours worked by your intern. Include the account number to be charged and I will handle the budget transfer. Remember that interns can only work up to 320 hours and no overtime is available.

We want to make this a positive experience for all involved. Evaluations will be provided to both you and your intern prior to the completion of this year's program to obtain feedback.

Thank you for participating in the 2008 AASPIRE program. If you have any questions, please contact me at 266-6511 or via e-mail at [hdonahue@cityofmadison.com](mailto:hdonahue@cityofmadison.com).

Sincerely,

Harper Donahue, IV