

CITY OF HOUSTON

INTEROFFICE CORRESPONDENCE

To: Mayor Sylvester Turner
Mayor's Office

From: Mario C Diaz
Director
Houston Airport System

VIA: Marvalette Hunter
Chief of Staff

Jane Cheeks, Director
Human Resources Department

Date: October 4, 2018
Subject: Houston Airports - Request for:
Position Conversion / Reclassification,
Funding and waiver to post and hire for
Marvin Agumagu - Executive Intern

The need for a talented and innovative workforce in a strong growth market such as Houston, brings opportunities for the Houston Airport System (HAS) to gain a competitive edge. That coupled with Houston's unemployment market at a low 4.5% and HAS' aging workforce with the potential for 31% of our employees eligible for retirement, causes us to be proactive in creating succession pathing for employees and establishing strong pipelines for future talent. In 2012, we started the journey of significantly investing in our summer internship program (the Aviation Club), affording high school students the opportunity to integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. That program has grown exponentially over the years to include undergraduate students. We are also evaluating the potential of collaborating with local universities to embark on capstone/project-based learning programs where students work on a single large project- such as a thesis paper or larger research project for the entire semester. These programs however, are limited in scope and time since they coincide with the school semester and are primarily conducted during the summer break.

We would like to expand the program to a year around engagement, where interns remain with the Airport System for 12-18 months, through an Executive internship program in alignment with our strategic priority of *"Building a platform for future success and Investing in our Partnerships and our Employees"*.

This program will provide the intern the opportunity to work closely with the most senior executive(s) of HAS. The Executive intern will assist in the day-to-day executive operations, enhancing the Executive' effectiveness by providing information management support, representing the executive to others, conserving time by researching, and preparing reports through the collection and analyzing of data relative to the operation of the business and the Aviation Industry for use in making strategic decisions. The Executive Intern will be expected to handle highly confidential information and negotiate solutions for problems of medium to high complexity as assigned by the senior executive. In addition to supporting special events and on occasion traveling with the CEO.

We are recommending Mr. Marvin Agumagu as the first candidate for this program. Mr. Agumagu holds a Bachelor of Business Administration Management and Master of Arts in Legal Studies from Texas State University - San Marcos, and a Doctor of Jurisprudence from Thurgood Marshall School of Law -Texas Southern University. Mr. Agumagu has significant work experience in Governmental Relations and International Affairs. This internship will give Mr. Agumagu the opportunity to gain valuable applied experience and make connections in career paths he may be considering within the Aviation industry, it also gives HAS the opportunity to guide and evaluate this talent.

We are requesting your assistance in having the Human Resources Department process the following executive level recommendation for this department:

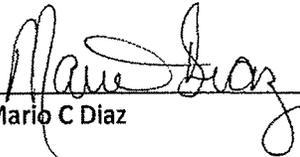
Position Conversion/Reclassification to Executive Level Status and Funding Request: HAS currently has available Position # 30053157, which is classified as a Division Manager, Job Classification 303.0, Pay Grade 29. This position is currently unfunded. We request a conversion of the position to a Senior Staff Analyst (Executive Level),

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Job Classification 304.5, Pay Grade 28 with full funding estimated at \$ 4,400 biweekly or \$114,972 annually, which includes benefits.

Reason for Change. The Executive intern program is newly created within HAS. Based on the scope of responsibilities, needs and demands of the job, we are requesting an effective date of October 13, 2018 with a base pay rate of \$3654 biweekly or \$95,004 annualized.

Supporting documentation for this recommendation is enclosed.



Mario C Diaz

APPROVED:


Mayor Sylvester Turner (or Designee, Marvalette Hunter)

MCD:hhs

CC: Frederick Dubose
Attachments: Present & Proposed Organizational Charts and Resume