



**City of Waukesha**  
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<b>Committee:</b> Human Resources Committee	<b>Date:</b> 3/30/2023
<b>Common Council Item Number:</b> ID#23-6424	<b>Date:</b> 4/6/2023
<b>Submitted By:</b> Marquise Vasquez, HR Director	<b>City Administrator Approval:</b> Click here to enter text.
<b>Finance Department Review:</b> Click here to enter text.	<b>City Attorney's Office Review:</b> Click here to enter text.
<b>Subject:</b>  The City has received two proposals for the recruitment of City Administrator.	

**Details:**

The City has received two proposals for the recruitment of a new City Administrator.

We would like to discuss, select, and approve one of the proposals for the HR Committee to take to Council for final approval immediately following HR Committee at 6:30pm.

**Options & Alternatives:**

Not selecting and approving a proposal during the April 6<sup>th</sup> meeting will delay the recruitment process and have a significant impact on the timeliness of hiring of a new City Administrator.

**Financial Remarks:**

Click here to enter text.

**Executive Recommendation:**

HR recommends GovHR for the following reasons:

- We have a rapport with GovHR (used for many director level positions and the recruitment efforts for the City Administrator in 2012 and 2014).
- GovHR has a more robust pre-screening process (GovHR conducts 60–90-minute prescreening interviews with qualified candidates while PAA conducts 7-minute pre-screening interviews).
- GovHR conducts a thorough background check which includes verification of credentials, an enhanced verified National Criminal Background Check, and a U.S. Federal Criminal Background Check. PAA places the responsibility of conducting background checks on the City.
- GovHR is focused on, and has a recruitment strategy for, diversity, equity and inclusion. PAA does not mention DEI in any capacity.