



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Finance	<b>Date:</b> 1/10/2017
<b>Common Council Item Number:</b> 17-0011	<b>Date:</b> 1/17/2017
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KML</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RLA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BER</b>
<b>Subject:</b> Recommendation of approval of a recruitment and selection Scope of Work with GovHR USA.	

**Details:**  
 Human Resources Policy B-2 (O) requires the use of a recruitment and selection firm to conduct searches for the City's Department Directors. The position of Information Technology Director needs to be filled and I have selected GovHR USA to conduct the search. The scope of services encompasses all elements of the recruitment and selection process. I also reviewed pricing from Slavin Management Consultants and Robert Half and Associates before proceeding with this agreement with GovHR. The pricing from all three companies were similar, with GovHR's proposed price slightly less than the other two firms. Additionally, GovHR has a strong presence in Wisconsin and Northern Illinois and have conducted similar searches throughout the area, as well as nationwide.

**Options & Alternatives:**  
 The City Administrator has the option to conduct a search without the use of an executive recruitment firm, if the Common Council approves of filling the position with a localized or internal only search. Alternatively, a different search firm could be selected for this recruitment.

**Financial Remarks:**  
 The proposed recruitment fee is \$12,000. Additional expenses are estimated at \$4,000 for travel, postage/shipping and miscellaneous other expenses and \$2,500 for advertising costs.

**Executive Recommendation:**  
 Recommend approval of a recruitment and selection Scope of Work with GovHR USA.

