



**CITY OF WAUKESHA**

**Administration**

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<b>Common Council Item Number:</b> 19-0135	<b>Date:</b> 2/6/2019
<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>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BR</b>
<b>Subject:</b> Confirmation of the appointment of Marquise Vasquez, Ph.D to the Human Resources Director position as selected by the City Administrator.	

**Details:**  
Human Resources Policy B-2 (O) outlines the procedure for hiring manager and higher level positions at the City. Pursuant to this policy, the Common Council approved a contract with GovHR USA to conduct a nationwide search for the position. The City received more than 80 applicants both locally and from across the country, including multiple candidates in the public and private sectors. The applicant pool was narrowed to nine finalists and a committee consisting of Finance Director Rich Abbott, Community Development Director Jennifer Andrews, Assistant to the Mayor/City Administrator Rebecca Pederson, Fire Chief Steve Howard and City Administrator Kevin Lahner narrowed the list to 3 candidates. Additionally, a one-on-one interview was conducted by the City Administrator. Lastly, a committee of Alderman Terry Thieme, Alderman Joe Pieper, Mayor Shawn Reilly, and City Administrator Kevin Lahner conducted interviews with the three finalists. Upon conclusion of that process, the City Administrator has recommended Marquise Vasquez, Ph.D to be selected for this role.

**Options & Alternatives:**  
Pursuant to the policy, the Common Council has the discretion to approve or deny the recommendation. If the recommendation is denied, the City would conduct a new search for the position.

**Financial Remarks:**  
The salary for the position will be \$105,000 per year. The position is graded at Grade 16 and the salary is within the salary range of \$93,715 - \$126,516 for the grade.

**Executive Recommendation:**  
Confirm the appointment of Marquise Vasquez, Ph.D, as selected by the City Administrator with a starting salary of \$105,000.

