

Proposed Management Recruitment Policy

City of Waukesha

June 30, 2014

It is City policy to attract, recruit and hire the best management talent it can reasonably afford so as to efficiently provide the necessary services and to conduct the business of the City. To achieve this goal, the Common Council hereby adopts the following policy for the recruitment and hiring of management staff:

- A. The City Council shall include in the annual operating budget of the Human Resources Department a minimum amount of \$35,000.00¹, which may be used for the cost of hiring executive search firms to fill vacancies in the positions listed in paragraph D below. The Human Resources Manager shall recommend increases to this amount annually².
- B. Upon notice of a pending vacancy in a listed position, the City Administrator shall begin the process of filling the position. Prior to posting a vacant position, the City Administrator shall first decide whether to utilize the services of an executive recruitment firm to assist in filling the vacancy. It is expected that in most situations the services of an executive recruitment firm will be used to fill vacancies. If the City Administrator determines that executive recruitment services are not required, then the City Administrator shall place the item on the next Common Council agenda to provide his/her reasoning as to why an executive search firm is not required. The decision of the City Administrator to not employ the use of an executive search firm will stand unless a majority of the Common Council votes to require the use of an executive search firm to help with the selection of the most qualified candidate.
- C. For filling vacancies for those director/manager positions listed in paragraph D, the City Administrator shall always post the vacancy internally as required by City Policy. If non City employee candidates shall be considered, then the external posting policy shall be followed.
- D. Director/manager positions for which this policy applies includes:
 - a. Finance,
 - b. IT,
 - c. HR,
 - d. Park Recreation Director,

¹ This amount is assumed to provide the funding needed to conduct 2 executive searches per year.

² If no recruitment search is required during the budget year, then the budgeted amount (or any amount not spent) shall be returned to the General fund at the end of the year.

- e. Community Development Director,
 - f. Director of Public Works,
 - g. Cemetery Director.
- E. The City Administrator, in cooperation with the Mayor and Human Resources Manager, (and search firm) shall conduct the initial interviews of applicants for the purpose of narrowing the field of applicants down to a group of finalists.³
- F. Finalists will be interviewed by an interview committee consisting of the City Administrator, Mayor, not less than two aldermen and the Human Resources Manager. The City Administrator may at his/her discretion include others on the interview committee.
- G. Except for those management positions whose appointments are otherwise specified by law and/or as listed in Chapter 2.01 of the Municipal Code, the City Administrator shall make the final decision of who to hire as the director/manager, subject to confirmation by the City Council. The City Administrator shall also provide at the same time to the Common Council a recommendation on the compensation package to be offered to the finalist. Any confirmation of the finalist by the Common Council shall also include the approved compensation package approval.

³ The Work Group agrees that Aldermen should not be involved in the process of filling a position unless the specific Alderman is on the committee that is tasked with filling the position and then only as directed by the committee.