



**CITY OF WAUKESHA**

**Administration**

201 Delafield Street, Waukesha, WI 53188  
 Tel: 262.524.3701 fax: 262.524.3899  
 www.waukesha-wi.gov

<b>Committee:</b> City Council	<b>Date:</b> 8/17/2021
<b>Common Council Item Number:</b> <a href="#">Click here to enter text.</a>	<b>Date:</b> 8/17/2021
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Bridget M. Souffrant, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Approve a contract for recruitment of the Cemetery Director and Public Works Director positions with GovHR.	

**Details:**

The Cemetery Director and Public Works Director positions are currently open and need to be filled permanently. According to Human Resources Policy B2, the positions must be filled by use of a recruitment firm, unless permissions granted otherwise by the Common Council. After the screening and preliminary interview process, the finalists will be interviewed by a panel consisting of myself, the Human Resources Director, Mayor, and two Common Council members. The recruitment process will also include receiving input from stakeholders, such as the Board of Public Works, Cemetery Commission, employees of the respective departments, and Common Council members.

GovHR has assisted in recruitment processes in the past with very good results. They are very familiar with our community and the needs of our City.

**Options & Alternatives:**

The Common Council could reject the contracts and elect to conduct the searches using only City resources. Alternatively, the Common Council could request proposals from other firms. GovHR is recommended due to their understanding of our community and record of success for the City and throughout the industry.

**Financial Remarks:**

The cost of the proposals is \$21,000 for the Public Works Director and \$18,000 for the Cemetery Director positions.

**Executive Recommendation:**

Recommend approval of a contract for the recruitment of the Cemetery Director and Public Works Director positions with GovHR.



