

Proposed Management Recruitment Policy

City of Waukesha

August 15, 2014

(changes as recommended by the Human Resources Committee)

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. 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 City Administrator will determine that the services of an executive recruitment firm will be used to fill vacancies. The Common Council therefore recognizes that it will need to provide funds to pay for the costs of using an executive search firm. The Common Council will, upon the request of the City Administrator, timely authorize funds for the hiring of an executive recruitment firm.~~
- B. 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. In 2015, the City budget to include \$35,000 specifically for the cost of recruiting the Director/Manager positions listed in Paragraph D. If the budgeted dollars are not used in that year for the purpose of recruiting, that amount is to be identified for that express purpose at year end and carried over for the same purpose in the next and following years until such time as it is expended. If the budgeted dollars or a portion thereof are expended, that amount would then be replenished through the budget process for the following year.
- D. 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.

- E. Director/manager positions for which this policy applies includes:
 - a. Finance,
 - b. IT,
 - c. HR,
 - d. Park Recreation Director,
 - e. Community Development Director,
 - f. Director of Public Works,
 - g. Cemetery Director.
- F. 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.¹
- G. 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.
- H. 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.

¹ ~~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.~~