



City of Waukesha
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Common Council Item Number: ID#	Date: 2/23/2023
Submitted By: Kevin Lahner, City Administrator KML	City Administrator Approval: KL
Finance Department Review: Joseph Ciarro JC	City Attorney's Office Review: Brian Running BL
Subject: Approve the hiring of Karen Richards as Cemetery Director and authorize the City Administrator to not use a search firm in the hiring of Ms. Richards for the position.	

Details: <p>Policy B-2 outlines the procedure for hiring positions at the director level. The policy requires the use of a recruitment firm unless the City Administrator specifically requests to not use a firm. The second portion of this agenda item is to request that the City Council authorize the filling of the position without using a search firm. The City has used a recruitment firm on two occasions for the Cemetery Director position over the past two years. Unfortunately, those hirings did not result in a long-term hire. The pool of candidates for a position of this type is very limited and we do not feel the use of a search firm would result in a pool of candidates better than the previous searches.</p> <p>The second portion of the agenda item is to approve Karen Richards, the current Interim Cemetery Director, to be hired for the role permanently. Ms. Richards has a long history with the City, most recently successfully serving as the SPARS Coordinator for the Parks, Forestry and Recreation Department. She previously managed the downtown Business Improvement District. Since assuming the Interim Cemetery Director role, she has provided needed stability to the position and has excelled in all measures of her job performance. We do not believe that a more viable candidate will be found if a search is conducted. An internal posting was conducted and Ms. Richards was the only applicant.</p> <p>The timing is also important, as if Ms. Richards is not hired as the permanent Director, she needs to return to the Parks, Recreation and Forestry Department to continue her role as SPARS Coordinator. The planning and preparation for summer events is already well under way and the SPARS Coordinator position is critical to the success of these events.</p>
Options & Alternatives: <p>The selection could be rejected. If so, we would have to conduct a new search for this role. Ms. Richards would return to the position of SPARS Coordinator with the City.</p>
Financial Remarks: <p>The salary for Ms. Richards will be \$106,000 and is within the range for this Director Level position. Her vacation accrual would also be increased to the 4-week rate and additional days added to reflect the new rate.</p>
Executive Recommendation: <p>Approve the selection of Karen Richards as Prairie Home Cemetery Director and authorize the City Administrator to not use a search firm in the hiring process.</p>