



## Office of the Mayor

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Shawn N. Reilly, Mayor

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Memo to: Members of the Common Council

From: Mayor Shawn Reilly *SNR.*  
City Administrator Ed Henschel *EH*

Date: May 28, 2014

Re: Formation of Recruitment Policy Work Group

At its May 21<sup>st</sup> meeting, the Human Resources Committee agreed it would be beneficial for the city to have a defined process for recruiting, selecting and appointing staff to management positions (i.e., those that manage a department).

To that end, the committee recommended the formation of a short term Work Group to lay out a proposed recruitment process. We desire to move this process forward.

The six member Work Group would be comprised of:

- Mayor Reilly
- City Administrator Henschel
- Two Aldermen
- Human Resources Manager
- Water Utility Director

The Work Group would meet 2-3 times within a three week time frame and then bring its model to the Human Resources Committee for review. The Human Resources Committee would review the proposal and potentially recommend it to the full council for adoption.

We are asking you to let Carol Capes know by June 4<sup>th</sup> if you are interested in serving. The Mayor and City Administrator will choose the two representatives of the Common Council Work Group by June 6<sup>th</sup> so that it is able to start meeting the next week.

We believe this process will benefit the city by making the process of hiring management personnel more timely, standardized and more efficient.

SNR/EMH/cc

