

**CITY OF WAUKESHA****Administration**

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Committee: Human Resources	Date: 6/17/2015
Common Council Item Number: Click here to enter text.	Date: 7/7/2015
Submitted By: Kevin Lahner, City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director N/A	City Attorney's Office Review: Brian Running, City Attorney N/A
Subject: Appointment of the Cemetery Manager Position	

Details:

Human Resources Policy B-2 – O outlines the procedure for hiring manager and higher level positions at the City. Pursuant to the policy, the Common Council approved a search for the Cemetery Manager position without the use of a search firm, based upon a recommendation by City Administrator Kevin Lahner. The City conducted an extensive search utilizing a variety of local and national publications and websites in order to attract candidates for this position. An interview committee consisting of Mayor Reilly, Administrator Lahner and Council Members Eric Payne and Aaron Perry conducted an interview of the finalist for this position. Based upon the process, Mr. Lahner selected Nancy Faulk for the position. Ms. Faulk currently serves as the Cemetery Services Specialist for the Prairie Home Cemetery and has extensive experience in the field.

Options & Alternatives Pursuant to the policy, the Common Council has the discretion to approve or deny the recommendation. If the recommendation is denied, the City would conduct a new search for the position.

Financial Remarks: The salary for the position will be \$74,894, which is the salary for this position grade within our compensation system. The position is funded out of the Cemetery Enterprise fund (604), account # 7800.51110.

Executive Recommendation: Approve the appointment of the Cemetery Manager position, as recommended by the City Administrator with a starting salary of \$74,894.

Committee Recommendation:

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