



CITY OF WAUKESHA

Administration

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Committee: Common Council	Date: 9/4/2018
Common Council Item Number: 18-1292	Date: 9/4/2018
Submitted By: Kevin Lahner, City Administrator	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: RA Rich Abbott, Finance Director	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: Review and recommend approval of a contract with GovHRUSA for recruitment of the Human Resources Director position.	

Details:

Policy B-2, Subsection O 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 Council authorizes \$35,000 per year for these services, with the amount to be carried over from one year to the next. The City has worked with GovHRUSA on several occasions and the firm has a good understanding of the City and its needs. We will perform a nationwide search for the next Human Resources director.

Options & Alternatives:

The contract for recruitment services could be denied. However, an alternative company would have to be selected for recruitment services.

Financial Remarks:

The recruitment fee is \$19,000. An optional assessment center is quoted and may be utilized for an additional \$6,000. An Assessment Center is a series of activities that are designed to test a candidate's skills and abilities in professional settings. Three qualified professionals from outside the organization review the assessment center and provide a written report on the candidates' performance.



Executive Recommendation:

Recommend approval of a contract with GovHRUSA for the recruitment of the Human Resources Director Position.