

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

201 Delafield Street, Waukesha, WI 53188
Tel: 262.524.3701 fax: 262.524.3899
www.waukesha-wi.gov

Committee: Human Resources	Date: 8/21/2019
Common Council Item Number: 19-1032	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 GovHR USA for recruitment of the Police Chief 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. However, the policy does not list the Police Chief as a position that is required to use a search firm. In consultation with the Police and Fire Commission Chair, they would like to use a search firm to assist with the Police Chief search. As the Police Chief oversees one of the largest departments in the City and this position provides a critical service to the community, it is recommended to use a search firm to conduct the search as we have with all the Director level positions in recent years.

The City has worked with GovHR USA on several occasions and the firm has a good understanding of the City and its needs. The firm will perform a nationwide search for the next Police Chief.

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 \$18,000. An optional assessment center is quoted and may be utilized for an additional \$6,500. 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 GovHR USA for the recruitment of the Police Chief.

