



POLICIES AND PROCEDURES MANUAL

<b>SUBJECT</b> Recruitment and Hiring Process for Executive/Managerial/Deputy-Assistant Service Positions	<b>DEPARTMENT</b> Mayor		<b>DEPARTMENT IDENTIFICATION</b> 400	
	<b>SECTION</b> 404	<b>PAGES</b> 1-7	<b>EFFECTIVE DATE</b> 12/05	<b>REVISION DATE</b> upon cc adoption

**1.0 PURPOSE:**

To describe the policies and procedures to be followed for the recruitment, selection, appointment and confirmation of Executive/Managerial/Deputy-Assistant Service Positions.

**2.0 ORGANIZATIONS AND PERSONS AFFECTED:**

This policy applies to all City of West Allis Departments. This policy does not apply to the elected officials, or employees in the Police Department, Fire Department, Municipal Court, Office of the City Attorney or Library.

**3.0 POLICY:**

It is the policy of the City of West Allis to follow a uniform set of procedures for the recruitment and hiring of Executive/Managerial/Deputy-Assistant Service Positions.

**4.0 REFERENCES:**

- Wisconsin Statutes Sections – 17.23 and 62.09
- City of West Allis Revised Municipal Code, Section 2.02
- City of West Allis Revised Municipal Code, Section 2.76
- City of West Allis Policies –
  - 1110 – Creating, Maintaining and Administering Compensation/Salary Ranges
  - 1107 – Required Approvals for Filling Vacant, Budgeted Positions

**5.0 DEFINITIONS:**

- (1) Outside Expert is a person qualified by education, training, experience, occupation, or present position; not currently employed by the City of West Allis.
- (2) Executive/Managerial/Deputy-Assistant Service positions are defined in Section 2.76 (4) (a) 5 of the City of West Allis Revised Municipal Code.

**6.0 RESPONSIBILITIES AND EXCLUSIONS:**

- (1) It shall be the responsibility of the Mayor, Common Council, City Administrator, Human Resources Director, and Department Heads to cooperate for the recruitment and hiring process of Executive/Managerial/Deputy-Assistant Service Positions.
- (2) When the Human Resources Director is the position being filled, the Human Resources Director shall not be involved in any portion of the process and instead, the City Administrator shall assume the responsibilities of the Human Resources Director and another Executive Service member may assist.
- (3) When the City Administrator is the position being filled, the City Administrator shall not be involved in any portion of the process and instead, the Mayor or designee shall assume the

responsibilities of the City Administrator.

- (4) The Administration and Finance Committee is responsible for the consideration of Executive Service Appointments.
- (5) The Common Council standing Committee to which the Department reports shall consider the Managerial/Deputy-Assistant Service Appointments.
- (6) The appointing authority shall request approval to fill the position in accordance with City of West Allis Policies and Procedures: 1110 – Creating, Maintaining and Administering Compensation/Salary Ranges, and 1107 – Required Approvals for Filling Vacant Budgeted Positions.

## **7.0 APPOINTMENTS TO MANAGERIAL/DEPUTY-ASSISTANT SERVICE POSITIONS:**

- (1) Procedure When There is an Internal Qualified Candidate:
  - (a) The appointment of the recommended candidate shall be submitted to the Common Council, and subject to the approval of the Committee which liaisons with the Department for which the position is being recruited. The Committee may choose to interview the candidate.
  - (b) If the Committee approves the appointment of the candidate, the Department Head for the specified Managerial/Deputy-Assistant Service position shall negotiate the terms and conditions of employment with the candidate in accordance with City policy and in consultation with the Human Resources Director and City Administrator.
  - (c) The Committee's confirmation of the Department Head's Appointment shall be required prior to the candidate assuming the position.
  - (d) The Department Head shall request written correspondence from the candidate confirming acceptance of the job offer.
  - (e) The Department Head shall submit the negotiated terms and conditions of employment, the written acceptance correspondence, and a completed Personnel Action Form to the Human Resources Department.
- (2) Procedure When Recruitment is Open to the General Public or an internal recruitment is conducted:
  - (a) The Human Resources Director/designee, in consultation with the Department Head for the specified Managerial/Deputy-Assistant Service position, shall coordinate the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
  - (b) The Human Resources Director/designee, Department Head and an Outside Expert (if desired by the appointing authority) shall perform the first screening of the applications and agree as to what group of individuals should be selected for the first interview.
  - (c) The Human Resources Department shall coordinate the first interview with the group of individuals selected.
  - (d) The Human Resources Director/designee, and Department Head for the specified Managerial/Deputy-Assistant Service position and the Outside Expert or another Executive service employee (if desired by the appointing authority), shall serve as the interview panel and conduct the first interview. From that interview group, the panel shall select a group of qualified individuals to recommend for a second interview with the

Department Head or if only one candidate is selected, a second interview is not required.

- (e) When a second interview is to be conducted, the Department Head shall determine his/her second interview panel and conduct the second interview. From that interview group, the Department Head may select one or more individuals for final consideration.
- (f) Upon selection of the final candidate(s) by the Department Head, the Human Resources Department shall perform a position appropriate reference/background check which shall include, but not be limited to, verifying educational credentials and licenses/certifications, coordinating a police and credit records check, and contacting previous employers in order to verify dates of employment, position, duties, performance, attendance, etc. The Human Resources Department shall inform the Department Head if the reference check is satisfactory or not.
- (g) If the reference check is unsatisfactory or questionable, the Human Resources Director/designee shall consult with the City Attorney's Office and the Department Head to determine the next course of action.
- (h) If the reference check is satisfactory, the candidate will be recommended by the Department Head to the Committee which liaisons with the Department for which the position is being recruited. The Committee may choose to interview the candidate.
- (i) If the Committee approves the appointment of the candidate, the Department Head shall negotiate the terms and conditions of employment with the candidate in accordance with City policy and in consultation with the Human Resources Director and City Administrator, and offer the position to the candidate contingent upon passing a medical examination consisting of a drug test and/or physical examination.
- (j) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Department Head the results of the examination.
- (k) If the post-offer medical examination results are questionable, the Human Resources Director/designee shall consult with the City Attorney's Office to determine the best course of action.
- (l) If the post-offer medical examination results indicate the candidate is fit for duty, the Department Head may provide a written job offer to the candidate.
- (m) The Department Head may request written correspondence from the candidate confirming acceptance of the job offer. Once the Department Head receives written acceptance of the job offer from the candidate, the remaining candidates will be advised of the decision.
- (n) The Department Head may submit the written acceptance correspondence to the Human Resources Department along with a completed Personnel Action Form.

**8.0 INITIAL APPOINTMENTS TO EXECUTIVE SERVICE POSITIONS EXCLUSIVE OF THE CITY ADMINISTRATOR POSITION:**

(1) Procedure When There Is An Internal Qualified Candidate:

- (a) The City Administrator may recommend appointment of the selected candidate to the Common Council, and the recommendation shall be referred to the Administration and Finance Committee for consideration. The Committee may choose to interview the candidate.
- (b) The Common Council's approval of the recommended candidate shall constitute appointment and is required prior to appointing the candidate to the position. Said

appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed to employment terms and conditions; said Employment Contract shall be negotiated by the City Administrator, on behalf of the Mayor and Administration and Finance Committee, based on parameters set by the Administration and Finance Committee.

- (c) The Mayor and City Clerk shall execute the Employment Contract on behalf of the City following the Common Council's approval. The Finance Director's countersignature as to funding and the City Attorney's signature as to form shall also be required prior to execution of the Contract.
- (d) Upon execution of the Employment Contract, the City Administrator shall submit the executed/signed Contract to the Human Resources Department along with a completed Personnel Action Form.

(2) Procedure When Recruitment Is Open To The General Public Or When An Internal Recruitment Is Conducted:

- (a) The Human Resources Director in consultation with the City Administrator shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
- (b) The Human Resources Director, City Administrator, and an Outside Expert shall perform the first screening of the applications and agree as to what group of individuals should be selected for the first interview.
- (c) The Human Resources Department shall schedule the first interview with the first group of individuals selected.
- (d) The Human Resources Director, City Administrator, and at least one Outside Expert shall serve as the interview panel and conduct the first group of interviews. From that interview group, the panel may select a group of qualified individuals for a second interview.
- (e) The Mayor, City Administrator, and the chair of the Standing Committee which liaisons with the Department for which the position is being recruited shall serve as the second interview panel and conduct that interview. From that interview group, the City Administrator in consultation with the two other members of the second interview panel may select one or more individuals for final consideration.
- (f) The final selected candidate(s) will be recommended by the City Administrator to the Administration and Finance Committee for a third (joint) final interview.
- (g) Upon selection of the final candidates by the Administration and Finance Committee, the Human Resources Department shall perform a position appropriate reference/background check which shall include, but not be limited to, verifying educational credentials and licenses/certifications, coordinating a police and credit records check, and contacting previous employers in order to verify dates of employment, position, duties, performance, attendance, etc.
- (h) If the reference check is unsatisfactory or questionable, the Human Resources Director shall consult with the City Attorney's Office and the City Administrator to determine the next course of action.
- (i) If the reference check is satisfactory, the City Administrator, on behalf of the Mayor and Administration and Finance Committee, shall negotiate the terms and conditions of employment based on parameters set by the Administration and Finance Committee and

contingent upon the candidate passing a medical examination consisting of a drug test and/or physical examination.

- (j) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the City Administrator the results of the examination.
- (k) If the post-offer medical examination results are questionable, the Human Resources Director shall consult with the City Attorney's Office and City Administrator to determine the next course of action.
- (l) If the post-offer medical examination results indicate the candidate is fit for duty, the City Administrator may confirm the terms and conditions of employment with the candidate.
- (m) The City Administrator shall request written correspondence from the candidate confirming acceptance of the job offer.
- (n) The City Administrator shall recommend appointment of the selected candidate to the Common Council, and the recommendation shall be referred to the Administration and Finance Committee for consideration.
- (o) The Common Council's approval of the recommended candidate shall constitute appointment and is required prior to hiring the candidate. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed to employment terms and conditions; said Employment Contract shall be negotiated by the City Administrator, on behalf of the Mayor and Administration and Finance Committee, based on parameters set by the Common Council.
- (p) The Mayor and City Clerk shall execute the Employment Contract on behalf of the City following the Common Council's approval. The Finance Director's countersignature as to funding and the City Attorney's signature as to form shall also be required prior to execution of the Contract.
- (q) Upon execution of the Employment Contract, the remaining candidates shall be advised of the decision and shall submit the executed Contract to the Human Resources Department along with a completed Personnel Action Form.

## **9.0 CITY ADMINISTRATOR APPOINTMENTS:**

### **(1) Procedure When There Is An Internal Qualified Candidate:**

- (a) The appointment of the recommended candidate shall be submitted by the Mayor to the Common Council, and subject to the approval of the Common Council. The appointment shall be referred to the Administration and Finance Committee for consideration. The Administration and Finance Committee may choose to interview the candidate.
- (b) The Common Council's confirmation of the Mayor's appointment shall be required prior to the candidate assuming the position. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed to employment terms and conditions; said Employment Contract shall be negotiated by Human Resources Director based on parameters set by the Common Council.
- (c) The Mayor and City Clerk shall execute the Employment Contract on behalf of the City following the Common Council's approval. The Finance Director's countersignature as to funding and the City Attorney's signature as to form shall also be required prior to execution of the Contract.
- (d) Upon execution of the Employment Contract, the Mayor's Office shall submit the executed/signed Contract to the Human Resources Department along with a completed Personnel Action Form.

- (2) Procedure When Recruitment Is Open To The General Public Or When An Internal Recruitment Is Conducted:
- (a) The Human Resources Director, in consultation with the Mayor and Administration and Finance Committee, shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
  - (b) The Human Resources Director and at least one Outside Expert shall perform the first screening of the applications and agree as to what group of individuals should be selected for the first interview.
  - (c) The Human Resources Department shall schedule the first interview with that first group of individuals selected.
  - (d) The Human Resources Director, Mayor, Council President, and a group of Outside Experts and/or Executive Service Employees, shall serve as the first interview panel and conduct that interview. From that interview group, the panel may select a group of qualified individuals to recommend to the Mayor as candidates for a second interview.
  - (e) The Mayor's Office shall schedule the second interview with the second group of individuals selected.
  - (f) The Mayor, Council President, and the Human Resources Director shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (in consultation with the Council President) may select one or more individuals for final consideration.
  - (g) The final selected candidate(s) will be recommended by the Mayor to the Common Council (Administration and Finance Committee) for a third (joint) final interview.
  - (h) The Mayor's Office shall schedule the final interview with the finalist(s).
  - (i) Upon selection of the final candidate(s) by the Administration and Finance Committee, the Human Resources Department shall perform a position appropriate reference/background check which shall include, but not be limited to, verifying educational credentials and licenses/certifications, coordinating a police and credit records check, and contacting previous employers in order to verify dates of employment, position, duties, performance, attendance, etc.
  - (j) If the reference check is unsatisfactory or questionable, the Human Resources Director shall consult with the City Attorney's Office to determine the next course of action.
  - (k) If the reference check is satisfactory, the Human Resources Director, on behalf of the Mayor and Common Council (Administration and Finance Committee), shall negotiate the terms and conditions of employment based on parameters set by the Common Council and contingent upon the candidate passing a medical examination consisting of a drug test and/or physical examination.
  - (l) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Mayor the results of the examination.
  - (m) If the post-offer medical examination results are questionable, the Human Resources Director shall consult with the City Attorney's Office and Mayor to determine the next course of action.
  - (n) If the post-offer medical examination results indicate the candidate is fit for duty, the

Human Resources Director may confirm the terms and conditions of employment with the candidate.

- (o) The Human Resources Director shall request written correspondence from the candidate confirming acceptance of the job offer.
- (p) The appointment of the Mayor's recommended candidate shall be submitted to the Common Council and the appointment shall be referred to the Administration and Finance Committee for consideration. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed to employment terms and conditions.
- (q) The Common Council's confirmation of the Mayor's appointment shall be required prior to hiring the candidate.
- (r) The Mayor and City Clerk shall execute the Employment Contract on behalf of the City following the Common Council's approval. The Finance Director's countersignature as to funding and the City Attorney's signature as to form shall also be required prior to execution of the contract.
- (s) Upon execution of the Employment Contract, the Human Resources Department shall contact the remaining candidates regarding the decision and shall submit the executed Contract to the Human Resources Department along with a completed Personnel Action Form.

**10.0 ALTERNATIVE PROCEDURE:**

Utilization of Firm to Recruit. In lieu of following 8.0, 9.0, and 10.0, the appointing authority, in consultation with the Human Resources Director, may request permission from the Administration and Finance Committee to utilize an outside firm which specializes in providing recruitment services for executive level public sector positions. The recruitment firm would provide the services contained within 8.0(2)(a) through (d), 9.0(2)(a) through (d), or 10.0(2)(a) through (d), under the oversight of the appropriate individual as outlined in Section 6.0.