

Recruitment, Selection, Appointment, and
Confirmation for City Officials and ~~Department Heads~~ **Executive/Managerial/Deputy Service Positions**

Mayor 400

404 1-3 12/200512/18/12 ~~date sent to CC~~

- 1.0 PURPOSE:
To describe the policies and procedures to be followed by the ~~Human Resources Manager~~ **Human Resources Director, City Administrative Officer/City Administrator**, Mayor, and Common Council for the recruitment, selection, appointment and confirmation of City Officials and Department Heads **and Executive/Managerial/Deputy Service Positions.**
- 2.0 ORGANIZATIONS and PERSONS AFFECTED:
This policy applies to all City of West Allis Officials and **Executive/Managerial/Deputy Service Positions** ~~Department Heads appointed by the Mayor and confirmed by the Common Council.~~ This policy does not apply to the Police Department, Fire Department, or Library.
- 3.0 POLICY:
It is the policy of the City of West Allis to follow a uniform set of procedures when a City Official, or ~~Department Head~~ **Executive/Managerial/Deputy Service** position is recruited, selected, appointed by the Mayor **or City Administrator, or Department Head for the specified Managerial/Deputy Service Position.** ~~and confirmed by the Common Council.~~
- 4.0 REFERENCES:
Wisconsin Statutes Section 62.09(8).
City of West Allis Revised Municipal Code, Section 2.02
City of West Allis Revised Municipal Code, Section 2.76(4)(a)5.
City of West Policies & Procedures Manual Section 1407.
- 5.0 PROCEDURES:
- 5.1 RESPONSIBILITY:
- 5.1.1. It shall be the responsibility of the Mayor, Administration and Finance Committee, Common Council, ~~City Administrative Officer~~ **City Administrator**, and ~~Human Resources Manager~~ **Human Resources Director, and Department Head for the specified Managerial/Deputy Service Position** to cooperate in a partnership for the recruitment, selection, appointment, and confirmation of City Officials and **Executive/Managerial/Deputy Service** ~~Department Heads.~~ **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 Human Resource Director responsibilities set forth herein.**
- 5.1.2. **When the City Administrator position is the position being filled, the Administration and Finance Committee, Mayor, and Human Resources Director shall meet in closed session to review whether the position should be offered to an internal qualified candidate, or if the recruitment should be open to the general public and conducted per 5.4 below.**
- 5.1.3. **When an Executive Services position is the position being filled, the Administration and Finance Committee, Mayor, City Administrator, and Human Resources Director shall meet in closed session to review whether the position should be offered to an internal qualified candidate, or if the recruitment should be open to the general public and conducted per 5.3 below.**
- 5.1.4. **When a Managerial/Deputy Service position is being filled the Department Head shall meet with the Mayor and City Administrator to review whether the position should be offered to an internal qualified candidate, or if the recruitment should be open to the general public and conducted per 5.2 below.**

5.2 GENERAL PROCEDURES FOR APPOINTMENTS TO MANAGERIAL/DEPUTY SERVICE POSITIONS:

5.2.1. Procedure When there is an Internal Qualified Candidate:

- 1) The candidate will be recommended by the Department Head to the Mayor or City Administrator (whoever is the appointing authority).
- 2) If the candidate meets with the Mayor or City Administrator's approval, the Department Head shall make the job offer to the candidate contingent upon passing a medical exam consisting of a drug test and/or physical examination.
- 3) The Human Resources Department shall coordinate the post-offer medical examination and advise the Department Head of the results of the examination.
 - a. If the post-offer medical examination results are questionable, the Department Head, and Human Resources Director shall consult with the Attorney's Office to determine the next course of action.
 - b. If the post-offer medical results indicate the candidate is fit for duty, the Department Head shall confirm the job offer with the candidate.
- 4) If the candidate does not meet approval of the Mayor or City Administrator (whoever is the appointing authority), the appointment shall be referred to the Administration and Finance Committee for review or a new candidate selected.

5.2.2. Procedure when recruitment is open to the public:

1. The Human Resources Department in consultation with the Department Head shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
2. The final candidate will be recommended by the Department Head to the Mayor or City Administrator (whoever is the appointing authority).
3. If the candidate does not meet approval of the Mayor or City Administrator (whoever is the appointing authority), the appointment shall be referred to the Administration and Finance Committee for review or a new candidate selected.

~~5.1.2. The shared responsibilities in this regard will be carried out as outlined in the general procedures in Sections 5.2 and 5.3 below.~~

5.3 GENERAL PROCEDURES FOR APPOINTMENTS TO NON-CITY ADMINISTRATOR EXECUTIVE SERVICE POSITIONS:

5.3.1 Procedure When There Is An Internal Qualified Candidate:

- 1) The candidate will be recommended by the Mayor or City Administrator (whoever is the appointing authority) to the Administration and Finance Committee.
- 2) If the Administration and Finance Committee opts to interview the candidate, the Mayor and City Administrator's Executive Administrative Assistant shall schedule an interview with the Committee.
- 3) If the candidate meets with the Administration and Finance Committee's approval, the City Administrator, 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. The candidate may be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.
- 4) The appointment of the Mayor or City Administrator's recommended candidate shall be submitted to the Common Council for confirmation. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed upon terms and conditions of employment.
- 5) When the candidate's appointment is confirmed by the Common Council, the Mayor or City Administrator (whoever is the appointing authority), City Clerk, and City Attorney shall execute the employment contract on behalf of the City.

5.3.2. Procedure When Recruitment Is Open to the General Public:

- 1) The ~~Human Resources Manager~~ 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.
- 2) The ~~Human Resources Manager~~ Human Resources Director, ~~City Administrative Officer~~ City Administrator, and one additional 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.
- 3) The ~~Human Resources Manager~~ Human Resources Director shall schedule the first interview with that first group of individuals selected.
- 3)4) The ~~Human Resources Manager~~ Human Resources Director, ~~City Administrative Officer~~ City Administrator, and outside person shall serve as the interview panel and conduct that interview. From that interview group, the panel shall select a group of qualified individuals to recommend to the Mayor as candidates for a second interview.
- 4)5) The Mayor and ~~City Administrative Officer~~ City Administrator's Executive Administrative Assistant shall schedule the second interview with the second group of individuals selected.
- 6) The Mayor, ~~City Administrative Office~~, and ~~Human Resources Manager~~ Human Resources Director shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (with the concurrence of the ~~Human Resources Manager and City Administrative Office~~) shall select one or more individuals for final consideration. ~~or City Administrator (whoever is the appointing authority) shall select the final candidate.~~
- 7) The Human Resources Director shall be responsible for performing reference checks for the final candidate, 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 Director shall inform the Mayor and City Administrator if the reference check is satisfactory or not.
- 8) The final candidate will be recommended by the Mayor or City Administrator (whoever is the appointing authority) to the Administration and Finance Committee.
- 9) If the Administration and Finance Committee opts to interview the candidate, the Mayor and City Administrator's Executive Administrative Assistant shall schedule an interview with the Committee.
- 10) If the candidate meets with the Administration and Finance Committee's approval:
 - a) The City Administrator, 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 contingent upon passing a medical exam consisting of a drug test and/or physical examination.
 - b) The Human Resources Department shall coordinate the post-offer medical examination and advise the Department Head of the results of the examination.
 - i. If the post-offer medical examination results are questionable, the City Administrator, and Human Resources Director shall consult with the Attorney's Office to determine the next course of action.
 - ii. If the post-offer medical results indicate the candidate is fit for duty, the City Administrator will proceed with next step.
- 11) The appointment of the Mayor or City Administrator's recommended candidate shall be submitted to the Common Council for confirmation. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed upon terms and conditions of employment.
- 12) When the candidate's appointment is confirmed by the Common Council, the Mayor or City Administrator (whoever is the appointing authority), City Clerk, and City Attorney shall execute the employment contract on behalf of the City.

5.4 GENERAL PROCEDURES FOR APPOINTMENTS TO THE CITY ADMINISTRATOR POSITION:

5.4.1 Procedure When There Is An Internal Qualified Candidate:

- 1.) The candidate will be recommended by the Mayor to the Administration and Finance Committee.
- 2.) If the Administration and Finance Committee opts to interview the candidate, the Mayor and City Administrator's Executive Administrative Assistant shall schedule an interview with the Committee.
- 3.) If the candidate meets with the Administration and Finance Committee's approval, 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. The candidate may be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.
- 4.) The appointment of the Mayor's recommended candidate shall be submitted to the Common Council for confirmation. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed upon terms and conditions of employment.
- 5.) When the candidate's appointment is confirmed by the Common Council, the Mayor, City Clerk, and City Attorney shall execute the employment contract on behalf of the City.

5.4.2 Procedure When Recruitment Is Open to the General Public:

- 1.) The Human Resources Director, in consultation with the Mayor and Administration and Finance Committee, shall coordinate the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
- 2.) The Human Resources Director 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.
- 3.) The Human Resources Director shall coordinate the first interview with the group of individuals selected.
- 4.) The Human Resources Director, Mayor, Council President, and other qualified individual(s), at the discretion/selection of the Mayor, Council President, and Human Resources Director, 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 to the Mayor for a second interview.
- 5.) The Mayor and City Administrator's Executive Administrative Assistant shall schedule the second interview with the group of individuals selected.
- 6.) The Mayor and Council President shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor shall select one or more individuals for final consideration.
- 7.) The final selected candidate(s) will be recommended by the Mayor to the Administration and Finance Committee for a third (joint) final interview.
- 8.) The Mayor and City Administrator's Executive Administrative Assistant shall schedule the Administration and Finance Committee's joint final interview(s) with the selected candidate(s).
- 9.) Upon selection/approval of the final selected candidate(s) by the Administration and Finance Committee, the Human Resources Department shall be responsible for performing a 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 Director shall inform the Mayor if the reference check is satisfactory or not.

- a.) If the reference check is unsatisfactory/questionable, the Human Resources Director shall consult with the Mayor and Attorney's Office to determine the next course of action.
 - b.) If the reference check is satisfactory the Mayor shall proceed with the process.
- 10.) Upon the Mayor's selection of the candidate to fill the position, the Human Resources Director, on behalf of the Mayor and Common Council, shall negotiate the terms and conditions of employment based on parameters set by the Common Council (Administration and Finance Committee). The candidate may be required to undergo a post-offer medical examination consisting of a drug test.
 - 11.) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Mayor the results of the examination.
 - a.) If the post-offer medical examination results are questionable, the Human Resources Director shall consult with the Attorney's Office to determine the next course of action.
 - b.) If the post-offer medical examination results indicate the candidate is fit for duty the Mayor shall proceed with the process.
 - 12.) The appointment of the Mayor's recommended candidate shall be submitted to the Common Council for confirmation. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed upon terms and conditions of employment.
 - 13.) When the candidate's appointment is confirmed by the Common Council, the Mayor, City Clerk, and City Attorney shall execute the employment contract on behalf of the City.

5.5 ALTERNATIVE PROCEDURES:

5.5.1 If, after following the procedures as outlined in Section 5.4 above, no candidate is recommended by the Mayor and confirmed by the Common Council in one (1) year and/or three (3) attempts, the process as outline in Section 5.4 above shall be modified to designate the Administration and Finance Committee as the body to recommend the appointment.

5.5.2 In the situation when Section 5.5.1 above is put into effect, all other general procedures as outlined in Section 5.4 shall apply.

- ~~i. The final selected candidate will be recommended by the Mayor to the Administration and Finance Committee for a third (joint) final interview.~~
- ~~ii. The Mayor and City Administrative Officer's Executive Administrative Assistant shall schedule the final interview with the finalists.~~
- ~~iii. The Human Resources Manager shall be responsible for performing reference checks 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 Manager shall inform the Mayor and City Administrative Officer if the reference check is satisfactory or not.~~
- ~~iv. The City Administrative Officer, on behalf of the Mayor and Administration and Finance Committee, shall negotiate the terms and conditions of employment based~~

on parameters set by the Common Council. The candidate may be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.

- v. ~~The appointment of the Mayor's recommended candidate shall be submitted to the Common Council for confirmation approval. Said appointment shall be in the form of a Resolution and Employment Contract specifying the negotiated and agreed to employment terms and conditions.~~
- vi. ~~The Common Council shall grant confirmation approval of the Mayor's recommended candidate.~~
- vii. ~~The Mayor and City Clerk/Treasurer shall execute the employment contract on behalf of the City following the Common Council's confirmation approval.~~

~~5.3 ALTERNATIVE PROCEDURES:~~

~~5.3.1. If, after following the procedures as outlined in Section 5.2 above, no candidate is recommended by the Mayor and confirmed by the Common Council in one (1) year and/or three (3) attempts, the process as outline in Section 5.2 above shall be modified to designate the Administration and Finance Committee as the body to recommend the appointment.~~

~~5.3.2 In the situation when Section 5.3.1 above is put into effect, all other general procedures as outlined in Section 5.2 shall apply.~~