

Recruitment, Selection, Appointment, and Confirmation for City Officials and Department Heads

Mayor

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01/23/06

1.0 PURPOSE:

To describe the procedures to be followed by the Human Resources Manager, City Administrative Officer, Mayor, and Common Council for the recruitment, selection, appointment, and confirmation of non-elected City Officials and Department Heads.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis Officials and 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 position is recruited, selected, appointed by the Mayor, 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

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 It shall be the responsibility of the Mayor, Administration & Finance Committee, Common Council, City Administrative Officer, and Human Resources Manager to cooperate in a partnership for the recruitment, selection, appointment, and confirmation of City Officials and Department Heads pursuant to the procedures in Sections 5.2 and 5.3 below.

5.2 GENERAL PROCEDURES

5.2.1 The Human Resources Manager shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.

- 5.2.2 The Human Resources Manager, City Administrative Officer, and one additional outside expert shall perform the first screening of the applications and together select the individuals that will be invited to the first interview.
- 5.2.3 The Human Resources Manager shall schedule the first interview with that first group of individuals selected.
- 5.2.4 The Human Resources Manager, City Administrative Officer, 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.
- 5.2.5 The Human Resources Manager shall schedule the second interview with those selected.
- 5.2.6 The Mayor, City Administrative Officer, and Human Resources Manager shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (with the approval of either the Human Resources Manager or the City Administrative Officer) shall select three or more individuals for final consideration.
- 5.2.7 The individuals selected for final consideration will be recommended by the Mayor to the Administration & Finance Committee for a joint final interview.
- 5.2.8 The City Administrative Officer shall schedule the final interviews with the finalists.
- 5.2.9 The Mayor and the Administration & Finance Committee shall together conduct said joint final interviews from which the Mayor shall select a lead candidate. Following selection of the lead candidate, the City Administrative Officer, on behalf of the Mayor and Administration & Finance Committee, shall conduct background, credential, and reference checks. The City Administrative Officer shall report the results of said checks to the Mayor and Administration & Finance Committee.
- 5.2.10 Following the approval of the “checks” report by the Mayor and Administration & Finance Committee, the City Administrative Officer, on behalf of the Mayor and Administration & Finance Committee, shall negotiate the candidate’s terms and conditions of employment, based on parameters set by the Common Council. The City Administrative Officer shall report the final details to the Mayor and Administration & Finance Committee for approval.
- 5.2.11 Upon approval of the employment terms and conditions by the Mayor and Administration & Finance Committee, 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.
- 5.2.12 The Common Council shall vote on the question of whether to approve the Mayor’s recommended candidate.
- 5.2.13 If the Common Council approves the Mayor’s recommended candidate, the Mayor and City Clerk/Treasurer shall execute the employment contract on behalf of the City. The candidate shall execute the contract prior to commencement of duties.

5.3 ALTERNATE PROCEDURES

- 5.3.1 If, after one (1) year and/or three (3) attempts, no candidate is confirmed by the Common Council, having followed the procedures outlined in Sections 5.2 above, said process shall be modified to designate the Administration & Finance Committee as the body to recommend the appointment.
- 5.3.2 When Section 5.3.1 above is put into effect, all other general procedures as outlined in Section 5.2 shall apply.