

Recruitment, Selection, Appointment, and Confirmation for City Officials and Department Heads	Mayor	400
	404	1-3 12/05 <u>12/18/12</u> <u>02/2014</u>

1.0 PURPOSE:

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

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis Officials and Department Heads appointed by the Mayor or City Administrator 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 or City Administrator, 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 and Finance Committee, Common Council, ~~City Administrative Officer~~City Administrator, and Human Resources ~~Manager~~Director to cooperate in a partnership for the recruitment, selection, appointment, and confirmation of City Officials and Department Heads.
- 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, and 5.4 below.

5.2 GENERAL PROCEDURES EXCLUSIVE of the CITY ADMINISTRATOR POSITION:

- 5.2.1. The Human Resources ~~Manager~~Director 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~~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.

- 5.2.3. The Human Resources ~~Manager~~Director shall schedule the first interview with that first group of individuals selected.
- 5.2.4. The Human Resources ~~Manager~~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.
- 5.2.5. The Mayor and ~~City Administrative Officer~~City Administrator's Executive Administrative Assistant shall schedule the second interview with the second group of individuals selected.
- 5.2.6. The Mayor, ~~City Administrative Office~~City Administrator, and Human Resources ~~Manager~~Director shall serve as the second interview panel and conduct that interview. From that interview group, the ~~m~~Mayor (with the concurrence of in consultation with the Human Resources ~~Manager~~Director and ~~City Administrative Office~~City Administrator) shall select one or more individuals for final consideration.
- 5.2.7. The final selected candidate will be recommended by the Mayor and/or City Administrator to the Administration and Finance Committee for a third (joint) final interview.
- 5.2.8. The Mayor and ~~City Administrative Officer~~City Administrator's Executive Administrative Assistant shall schedule the final interview with the finalists.
- 5.2.9. The Human Resources ~~Manager~~Director 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~~Director shall inform the Mayor and ~~City Administrative Officer~~City Administrator if the reference check is satisfactory or not.
- 5.2.10. The ~~City Administrative Officer~~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 Common Council. The candidate may be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.
- 5.2.11. The appointment of the Mayor and/or City Administrator'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 grant confirmation approval of the Mayor and/or City Administrator's recommended candidate.
- 5.2.13. The Mayor, ~~and City Clerk,~~ and ~~City~~ Treasurer shall execute the employment contract on behalf of the City following the Common Council's confirmation approval.

5.3 GENERAL PROCEDURES – CITY ADMINISTRATOR APPOINTMENTS:

- 5.3.1. The Human Resources Director shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
- 5.3.2. 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.
- 5.3.3. The Human Resources Director shall schedule the first interview with that first group of individuals selected.
- 5.3.4. The Human Resources Director, Mayor, Council President, and/or a panel of outside experts, and select Department Heads (the outside expert, as identified in Section 5.3.2 above) shall serve as the first 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.

- 5.3.5 The Mayor's Executive Administrative Assistant shall schedule the second interview with the second group of individuals selected.
- 5.3.6 The Mayor, Human Resources Director, and Council President shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (in consultation with the Human Resources Director and Council President) shall select one or more individuals for final consideration.
- 5.3.7 The final selected candidate will be recommended by the Mayor to the Common Council (Administration and Finance Committee) for a third (joint) final interview.
- 5.3.8 The Mayor's Executive Administrative Assistant shall schedule the final interview with the finalists.
- 5.3.9 The Human Resources Director 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 Director shall inform the Mayor if the reference check is satisfactory or not.
- 5.3.10 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.
- 5.3.11 The appointment of the Mayor's recommended candidate shall be submitted to the Common Council (Administration & Finance Committee) 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.
- 5.3.12 The Common Council (Administration & Finance Committee) shall approve the Mayor's recommended candidate.
- 5.3.13 The Mayor and City Clerk shall execute the employment contract on behalf of the City following the Common Council's confirmation approval.

5.34 ALTERNATIVE PROCEDURES:

- 5.34.1. If, after following the procedures as outlined in Sections 5.2 or 5.3 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 outlined in Sections 5.2 or 5.3 above shall be modified to designate the Administration and Finance Committee as the body to recommend the appointment.
- 5.34.2 In the situation when Section 5.34.1 above is put into effect, all other general procedures as outlined in Sections 5.2 or 5.3 shall apply.