

Recruitment, Selection, Appointment, and Confirmation  
for City Officials and Executive/Managerial/Deputy Service  
Positions

Mayor

400

404

1-7

12/05

CC approval date

1.0 PURPOSE:

To describe the policies and procedures to be followed by the Human Resources Director, City Administrator, Department Head for the specified Managerial/Deputy Service position, Mayor, and Common Council for the recruitment, selection, appointment and confirmation of City Officials and Executive/Managerial/Deputy Service positions.

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 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.

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.

5.0 PROCEDURES:

5.1 RESPONSIBILITY:

- 5.1.1. It shall be the responsibility of the Mayor, Administration and Finance Committee, Common Council, City Administrator, 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 positions in accordance with the provisions of this Policy. 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 Resources Director responsibilities set forth herein.
- 5.1.2. The Administration and Finance Committee, Mayor, City Administrator (except when the City Administrator position is being filled; see Section 5.3 below), Human Resources Director, and

Department Head for the specified Managerial/Deputy Service position, shall meet in closed session to review whether the position should be offered to an internal qualified candidate, per 5.2.1 or 5.3.1 or 5.4.1 below, or if the recruitment should be open to the general public and conducted per 5.2.2 or 5.3.2 or 5.4.2 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 Mayor or City Administrator (whoever is the appointing authority), Human Resources Director, and Department Head for the specified Managerial/Deputy Service position, 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 Department Head for the specified Managerial/Deputy Service position shall negotiate the beginning salary and appointment date with the candidate. The candidate may be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.

5.2.2. Procedure When Recruitment Is Open To The General Public:

- 1.) The Human Resources Department, in consultation with the City Administrator and Department Head for the specified Managerial/Deputy Service position, shall coordinate the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
- 2.) The Human Resources Director, City Administrator, and Department Head for the specified Managerial/Deputy Service position, 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 Department shall coordinate the first interview with the group of individuals selected.
- 4.) The Human Resources Director, City Administrator, and Department Head for the specified Managerial/Deputy Service position, 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.
- 5.) The Department Head shall determine his/her second interview panel and conduct the second interview. From that interview group, the Department Head shall select one or more individuals for final consideration.
- 6.) Upon selection of the final candidate(s) by the Department Head, the Human Resources Department shall be responsible for performing 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 Director shall inform the Department Head if the reference check is satisfactory or not.

- a.) If the reference check is unsatisfactory/questionable, the Human Resources Director shall consult with the Department Head to determine the next course of action.
  - b.) If the reference check is satisfactory, the Department Head shall make a job offer to the candidate contingent upon passing a medical examination consisting of a drug test and/or physical examination.
- 8.) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Department Head 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 Department Head shall confirm the job offer with the candidate.
- 9.) The Department Head shall 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, s/he shall contact the remaining candidates regarding the decision. The Department Head shall submit the written acceptance correspondence to the Human Resources Department along with a completed Personnel Action Form.

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 Director, in consultation with the City Administrator, shall coordinate the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
- 2.) 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.
- 3.) The Human Resources Director shall coordinate the first interview with the group of individuals selected.
- 4.) The Human Resources Director, City Administrator, and one or more outside expert(s) 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.
- 5.) The Mayor and City Administrator's Executive Administrative Assistant shall schedule the second interview with the group of individuals selected.
- 6.) The Mayor, City Administrator, and Human Resources Director shall serve as the second interview panel and conduct the second interview. From that interview group, the Mayor or City Administrator (whoever is the appointing authority) shall select one or more individuals for final consideration.
- 7.) The final selected candidate(s) will be recommended by the Mayor or City Administrator (whoever is the appointing authority) 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 with the selected candidate(s).
- 9.) Upon approval of the final selected candidate(s) by the Administration and Finance Committee, the Human Resources Department shall be responsible for performing 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 Director shall inform the Mayor or City Administrator (whoever is the appointing authority) 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 or City Administrator (whoever is the appointing authority) to determine the next course of action.
  - b.) If the reference check is satisfactory the Mayor or City Administrator (whoever is the appointing authority) shall proceed with the process.
- 10.) Upon the Mayor's or City Administrator's (whoever is the appointing authority) selection of the candidate to fill the position, the City Administrator, 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 and/or physical examination.

- 11.) The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Mayor or City Administrator (whoever is the appointing authority) 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 or City Administrator (whoever is the appointing authority) shall proceed with the process.
- 12.) 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.
- 13.) 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 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 Sections 5.3 or 5.4 above, no candidate is recommended by the Mayor or City Administrator and confirmed by the Common Council in one (1) year and/or three (3) attempts, the process as outlined in Sections 5.3 or 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 Sections 5.3 or 5.4 shall apply.