

**CITY OF WEST ALLIS
RESOLUTION R-2025-0041**

**RESOLUTION TO AMEND RECRUITMENT AND CANDIDATE SELECTION
PROCESS FOR MANAGERIAL/EXECUTIVE LEVEL POSITIONS**

AMENDING POLICY P310 AND REPEALING POLICIES 404 AND 1442

NOW THEREFORE, be it resolved by the Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “P310 Recruitment” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P310 Recruitment

1. ~~Approval to~~ Recruiting for Municipal Court and Library Positions. This procedure shall not apply to positions supervised by the municipal judge or the library board.
2. Recruiting for Executive/Managerial/Deputy-Assistant Level Positions
 - a. Interim Appointments. The appointing authority may appoint a person to serve any position in an interim capacity while recruiting for an open position. An interim appointment shall end upon a permanent appointee taking office to the position. The person appointed in the interim may be a candidate for that position.
 - b. Deputy Positions. Any department head who is authorized by Wis. Stat. 62.09 to appoint a deputy may do so at their discretion. Any other department head may appoint a deputy only if that appointment is approved by the city administrator.
 - c. Expedited Process for Internal Candidate. If the appointing authority determines that a current or former City employee is qualified for the position, that appointing authority may immediately consider that candidate for the position without recruiting any other candidates. The appointing authority may appoint the person to that position if the terms of employment are acceptable. If the candidate is not appointed to the position, the appointing authority may recruit other candidates.
 - d. Recruitment Process. Unless an internal candidate is being considered for a position, the appointing authority and the human resources manager shall determine the appropriate recruiting and interview techniques for the type of position to be filled.
 - e. ~~Interview in~~ Applicant Expense Reimbursement. The appointing authority may offer reimbursement of reasonable interviewing expenses if the position was

open to the public and advertised statewide or nationally. This applies to the first and any subsequent interviews. Reasonable expenses may include mileage at standard city rates (if more than 200 miles one-way), a meal per diem at standard city rates, and actual lodging and parking fees.

f. Employment Offers. After a candidate is selected for appointment, the appointing authority shall establish the terms and conditions of employment with the candidate and offer the position to the candidate contingent upon acceptable results from any of the following, to the extent made applicable by the appointing authority depending on the position to be filled:

i. Reference check

ii. Criminal background check

iii. Medical examination consisting of a drug test and/or physical examination

iv. Verifying educational credentials, licenses, and/or certifications

v. Credit record check

g. Rescinding an Employment Offer. If the results of a post-offer check produce an unacceptable result, the human resources manager and city attorney shall determine how to rescind the employment offer and notify the candidate.

3. Recruiting for All Other Positions

a. Approval to Recruit

b. Interviewing

c. Applicant Expense Reimbursement. In exceptional circumstances, a candidate for a position other than an Executive/Managerial/Deputy-Assistant level position may be reimbursed for interviewing expenses if reimbursement is requested by the supervising department head and that request is approved by the chair of the administration committee.

d. Employment Offers

e. Probationary Status

SECTION 2: REPEAL “404 Recruitment And Hiring Process For Executive/Managerial/Deputy-Assistant Service Positions” of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~404 Recruitment And Hiring Process For Executive/Managerial/Deputy-Assistant Service Positions~~ (*Repealed*)

1. 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. 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, or Library.

3. 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. 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 –

- a. 1110 – Creating, Maintaining and Administering Compensation/Salary Ranges
- b. 1107 – Required Approvals for Filling Vacant, Budgeted Positions

5. DEFINITIONS

- a. Outside Expert is a person qualified by education, training, experience, occupation, or present position; not currently employed by the City of West Allis.
- b. 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. RESPONSIBILITIES AND EXCLUSIONS:

- a. 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.
- b. 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.
- c. 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.
- d. The Administration and Finance Committee is responsible for the consideration of Executive Service Appointments.
- e. The Common Council standing Committee to which the Department reports shall consider the Managerial/Deputy-Assistant Service Appointments.
- f. 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. APPOINTMENTS TO MANAGERIAL/DEPUTY-ASSISTANT SERVICE POSITIONS:

- a. Procedure When There is an Internal Qualified Candidate:
 - i. 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.
- ii. 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.
 - iii. The Committee's confirmation of the Department Head's Appointment shall be required prior to the candidate assuming the position.
 - iv. The Department Head shall request written correspondence from the candidate confirming acceptance of the job offer.
 - v. 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.
- b. Procedure When Recruitment is Open to the General Public or an internal recruitment is conducted:
- i. 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.
 - ii. 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.
 - iii. The Human Resources Department shall coordinate the first interview with the group of individuals selected.
 - iv. 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.
 - v. 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.
 - vi. 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.

- vii. 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.
- viii. 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.
- ix. 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.
- x. The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Department Head the results of the examination.
- xi. 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.
- xii. 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.
- xiii. 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.
- xiv. The Department Head may submit the written acceptance correspondence to the Human Resources Department along with a completed Personnel Action Form.

8. INITIAL APPOINTMENTS TO EXECUTIVE SERVICE POSITIONS EXCLUSIVE OF THE CITY ADMINISTRATOR POSITION:

- a. Procedure When There Is An Internal Qualified Candidate:
 - i. 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.

- ii. 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.
 - iii. 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.
 - iv. 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.
- b. Procedure When Recruitment Is Open To The General Public Or When An Internal Recruitment Is Conducted:
- i. 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.
 - ii. 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.
 - iii. The Human Resources Department shall schedule the first interview with the first group of individuals selected.
 - iv. 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.
 - v. 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.
 - vi. The final selected candidate(s) will be recommended by the City Administrator to the Administration and Finance Committee for a third (joint) final interview.
 - vii. 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.
- viii. 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.
 - ix. 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.
 - x. The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the City Administrator the results of the examination.
 - xi. 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.
 - xii. 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.
 - xiii. The City Administrator shall request written correspondence from the candidate confirming acceptance of the job offer.
 - xiv. 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.
 - xv. 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.
 - xvi. 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.
 - xvii. 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. CITY ADMINISTRATOR APPOINTMENTS:

a. Procedure When There Is An Internal Qualified Candidate:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

b. Procedure When Recruitment Is Open To The General Public Or When An Internal Recruitment Is Conducted:

- i. 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.
- ii. 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.
- iii. The Human Resources Department shall schedule the first interview with that first group of individuals selected.
- iv. 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.
- v. The Mayor's Office shall schedule the second interview with the second group of individuals selected.
- vi. 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.

- vii. 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.
- viii. The Mayor's Office shall schedule the final interview with the finalist(s).
- ix. 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.
- x. 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.
- xi. 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.
- xii. The Human Resources Department shall coordinate the post-offer medical examination and shall confirm with the Mayor the results of the examination.
- xiii. 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.
- xiv. 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.
- xv. The Human Resources Director shall request written correspondence from the candidate confirming acceptance of the job offer.
- xvi. 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.
- xvii. The Common Council's confirmation of the Mayor's appointment shall be required prior to hiring the candidate.
- xviii. 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.

- xix. 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. ALTERNATIVE PROCEDURE:

Utilization of Firm to Recruit. In lieu of following 8, 9, and 10, 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(b)(i) through (iv), 9(b)(i) through (iv), or 10(b)(i) through (iv), under the oversight of the appropriate individual as outlined in Section 6.

~~Effective Date: 12/05~~

~~Revision Date: 11/5/18~~

SECTION 3: **REPEAL** "1442 Interview Expenses" of the City Of West Allis Policies & Procedures is hereby *repealed* as follows:

REPEAL

~~1442 Interview Expenses~~ (*Repealed*)

1. PURPOSE: To establish the policy of the City of West Allis with regards to reimbursement of expenses associated with interviewing for a position with the City of West Allis.
2. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, boards and commissions.
3. POLICY: It is the policy of the City of West Allis to reimburse applicants for certain positions within the City of West Allis certain expenses associated with the interviewing process as set out in paragraph 5 below.
4. REFERENCES: None
5. PROCEDURES:
 - a. DEPARTMENT AND DIVISION HEADS (EXECUTIVE AND MANAGERIAL SERVICE)
 - i. All applicants for any position of department or division head are eligible for reimbursement of reasonable interviewing expenses if the position was advertised statewide or nationally. This applies to the

- first and any subsequent interviews.
 - ii. Reasonable expenses include travel, if more than 200 miles one way, meals, lodging and parking fees in accordance with City of West Allis Policy #1206; Reimbursement for Conference Attendance.
- b. ALL OTHER POSITIONS
- i. Any position below the department/division head level may be eligible for reimbursement of interviewing expenses in accordance with paragraph 5(a) above if the following criteria are met.
 - ii. If after 90 days of continuous recruitment, no qualified local applicants are available and the position is then advertised statewide or nationally.
 - iii. The Administration and Finance Committee of the West Allis Common Council may authorize the reimbursement of interviewing expenses for a position upon petition by the Personnel Manager due to exceptional circumstances which shall be so stated.

~~Effective Date: 8/21/84~~

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL JANUARY 28, 2025.


	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Kimberlee Grob	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Chad Halvorsen	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Marissa Nowling	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Suzzette Grisham	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Danna Kuehn	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Dan Roadt	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Patty Novak	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Kevin Haass	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ald. Marty Weigel	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

Attest

Presiding Officer



Rebecca Grill, City Clerk, City Of
West Allis



Dan Devine, Mayor, City Of West
Allis

