

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

Mayor

400

404

1-4

12/05

1.0 PURPOSE:

To describe the policies and procedures to be followed 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 DEFINITIONS:

5.1 Outside Expert is a person qualified by education, training, experience, occupation, or present position; not currently employed by the City of West Allis.

6.0 PROCEDURES:

6.1 RESPONSIBILITY:

6.1.1 It shall be the responsibility of the Mayor, Administration and Finance Committee, Common Council, City Administrator, and Human Resources Director to cooperate in a partnership for the recruitment, selection, appointment, and confirmation of City Officials and Department Heads.

6.1.2 The shared responsibilities in this regard will be carried out as outlined in the general procedures in Sections 6.2, 6.3, and 6.4 below.

6.2 GENERAL PROCEDURES EXCLUSIVE OF THE CITY ADMINISTRATOR POSITION:

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

- 6.2.2. The Human Resources Director, City Administrator, and 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.
- 6.2.3. The Human Resources Director shall schedule the first interview with the first group of individuals selected.
- 6.2.4. The Human Resources Director, City Administrator, and outside expert shall serve as the interview panel and conduct ~~that~~ **the first group of** interviews. From that interview group, the panel shall select a group of qualified individuals to recommend to the appointing authority as candidates for a second interview.
- 6.2.5. The Mayor and City Administrator's Executive Administrative Assistant shall schedule the second interview with the second group of individuals selected.
- 6.2.6. 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 appointing authority in consultation with **the** two other members of the second interview panel) shall select one or more individuals for final consideration.
- 6.2.7. The final selected candidate will be recommended by the appointing authority to the Administration and Finance Committee for a third (joint) final interview.
- 6.2.8. The Mayor and City Administrator's Executive Administrative Assistant shall schedule the final interview with the finalists.
- 6.2.9. 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 appointing authority if the reference check is satisfactory or not.
- 6.2.10. 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 Common Council. The candidate shall be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.
- 6.2.11. The appointment of the 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.
- 6.2.12. ~~The Common Council's shall grant confirmation~~ approval of the recommended candidate **shall be required prior to hiring the candidate.**
- 6.2.13. The Mayor **and** City Clerk, ~~and Finance Director~~ shall execute the employment contract on behalf of the City following the Common Council's confirmation 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.**

6.3 GENERAL PROCEDURES – CITY ADMINISTRATOR APPOINTMENTS:

- 6.3.1 The Human Resources Director shall conduct the initial phase of the recruitment, including

- advertising, solicitation, receipt of applications, and related administrative processing.
- 6.3.2 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.
 - 6.3.3 The Human Resources Director shall schedule the first interview with that first group of individuals selected.
 - 6.3.4 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 6.3.2 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.
 - 6.3.5 The Mayor's Executive Administrative Assistant shall schedule the second interview with the second group of individuals selected.
 - 6.3.6 The Mayor and Council President shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (in consultation with the Council President) shall select one or more individuals for final consideration.
 - 6.3.7 The final selected candidate will be recommended by the Mayor to the Common Council (Administration and Finance Committee) for a third (joint) final interview.
 - 6.3.8 The Mayor's Executive Administrative Assistant shall schedule the final interview with the finalists.
 - 6.3.9 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.
 - 6.3.10 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 shall be required to undergo a post-offer medical examination consisting of a drug test and/or physical examination.
 - 6.3.11 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.
 - 6.3.12 The Common Council's approval of the recommended candidate shall be required prior to hiring the 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. **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.**

6.4 ALTERNATIVE PROCEDURE:

6.4.1 Utilization of Firm to Recruit

- 6.4.2.1 In lieu of following 6.2 and 6.3, 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.

