Hiring Policy – Leadership

1.0 Purpose

This policy and procedure outlines the steps taken when hiring a leadership position.

2.0 Policy & Procedure

Hiring process for an existing Leadership Position: The Mayor and/or Director of Human Resources & Risk Management shall inform the Personnel Committee that a Leadership Position has been or will bevacated. The Mayor will notify the Council of the vacancy. The Mayor and the Director of Human Resources & Risk Management will review the position description and see if changes or updates are necessary. The Personnel Committee will meet to discuss the position description and review any potential changes.

If no changes to the Position Description: The Personnel Committee will provide the authorization forthe Human Resources & Risk Management Director to move forward with the hiring process with nochanges to the position description.

If changes to the Position Description: The Mayor and Director of Human Resources & Risk Management will review the position description and make the requested changes to the Position Description to evaluate with the Personnel Committee. The Personnel Committee will review and mayrecommend additional changes. Provided the Personnel Committee votes to move the changes forward, the position description along with the recommended changes, would then be presented to the City Council for approval.

If changes for the position description are approved by the Council: The Director of Human Resources & Risk Management will begin the recruiting process once the position description changes have been approved by the City Council.

If changes for the position description are not approved by Council: No Action will be taken by Director of Human Resources & Risk Management to begin recruiting and will meet with the Mayor to discuss Council'sdirective, if provided.

Creating a new Leadership position:

A new Leadership Position requires the advice of the Mayor, Human Resources & Risk Management Director and the Personnel Committee and with final approval of the Council. The Personnel Committee must be provided with a Job Title, Job Description and recommended pay range as provided by the Human Resources & Risk Management Director for review. After approval by the Personnel Committee the proposed Job Description and pay range must be approved by the Council before the recruiting process begins.

Leadership positions to be filled in the Police or Fire Departments:

Police and Fire Leadership positions are directed and approved by the Police and Fire Commission(PFC).

The Director of Human Resources & Risk Management receives direction from the PFC regarding the recruiting process. The Human Resources & Risk Management Director is to attend the interviews and PFC candidate selection meeting. The creation of the position description and approval to moveforward with the hiring process must be approved by the Personnel Committee and Council prior to recruiting and hiring. Leadership positions to be filled at the Library: Library Leadership positions are directed and approved by the Library Board. The Director of Human Resources & Risk Management receivesdirection from the Library Board regarding the recruiting process. The Human Resources & Risk Management Director is to attend the interviews and PFC candidate selection meeting. The creation of the position description and approval to move forward with the hiring process must be approved by the Personnel Committee and Council prior to recruiting and hiring. Recruiting efforts will be initiated and managed by Human Resources & Risk Management Department and in consultation with the Personnel Committee and appropriate staff, in conformance to Federal, State and local requirements.

Posting of the positions (new or replacement) internal and external recruiting will occur concurrently.The job posting will take place on the City's Website and other advertising options such as websites and/or newspaper(s) and other recruiting venues.

All applications shall be submitted to the Director of Human Resources & Risk Management for review. The Director of Human Resources & Risk Management will forward and review the applications with the Mayor and designees, if applicable, to determine which candidates will be interviewed.

The Interview Panel will consist of the Mayor or designee, a Personnel Committee Alderperson, if available, or non-Personnel Committee Alderperson. Other participants may include appropriate City employee(s) or non-City employee(s) with the appropriate technical/professional background.
Director of Human Resources & Risk Management or their designee will participate in all interviews. The Interview Panel may help develop questions for theprospective interviewees and develop benchmark answers for those questions. The Director of Human Resources & Risk Management will provide the interview protocol and forms to be used by the Interview Panel.

The Interview Panel will interview up to five (5) candidates. Following the interview, the panel will discuss the candidates and determine if a second round of interviews are needed of if they have a recommendation for hire. It is recommended but not required that members of Leadership be given the opportunity to participate in the interview process through a second round of interviews. Final applicant or applicants for all Leadership positions are screened by Human Resources & Risk Management which includes: Background check, Drug/Alcohol screening, physicals, reference verification and any other screening of testing that is deemed necessary for the position.

Human Resources & Risk Management will send a contingent offer of employment to the candidate. The offer will includethe position title, compensation, status along with the start

date and time. Orientation of the new employee will be conducted by the Human Resources & Risk Management Department. The Orientation will include the required new hire paperwork. The Work Rules and Safety Rules will be distributed to the new employee and reviewed with the employee by the Leadership member for the Department or the immediate Supervisor. Specific safety rules, all work rules and department specific polices will be reviewed and discussed with the Supervisor or Department Head.

3.0 Exhibits / Appendices / Forms

4.0 Document History

5.0 Council Approved

August 24, 2021