

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 20, 2013
6:30 PM
Or immediately following Common Council**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 5/6/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Administrative Services Director Position](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 6, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Mayor Merkes

ALSO PRESENT: CA/HRD Captain, FC Auxier, DPW Radtke, CDD Keil, PRD Tungate, Dpty Treasurer Sassman, PHD Nett, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 4/16/13](#)

Moved by Ald. Langdon, seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Comptroller/Treasurer Position Vacancy](#)

CA/HRD Captain explained the minimum requirements for the recently created position of Administrative Services Director for filling the vacancy position of Comptroller/Treasurer. She referred to Exhibit A as a job description for the position.

General discussion ensued on some recommended changes to the job description.

- Under Experience, change required to preferred for number of years experience.
- Under Essential Job Duties, include working knowledge of Wisconsin TIF Districts Statutes
- Under Ideal Candidate, include skill sets and competencies outlined in Springsted report

Moved by Ald. Langdon, seconded by Ald. Zelinski to recommend to Common Council To identify minimum requirement of Administrative Services Director position as set forth in Exhibit A with recommended changes excluding salary range.

Motion carried on roll call 9-0.

General discussion ensued on establishing a salary range.

Moved by Ald. Zelinski, seconded by Ald. Langdon to recommend to Common Council to establish the salary range of the Administrative Services Director position at a Grade 1.

Motion carried on roll call 8-1. Ald. Taylor voted no.

Moved by Mayor Merkes, seconded by Ald. Langdon to direct Human Resource staff to prepare recruitment materials and post notice for 30 days.

2. [Title 2, Chapter 3 of Municipal Code – Municipal Officers and Employees](#)

CA/HRD Captain reported she will update the Municipal Code to include the Administrative Services Director Position.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Keehan to adjourn at 7:50 p.m.

Motion carried on voice vote.



To: Mayor Merkes and HRD/CA Captain

FROM: Human Resource Specialist Michael Brunn

Ref: Director of Administrative Services Job Announcement

Date: May 14, 2013

The job announcement for the Director of Administrative Services position was placed on May 10, 2013. It was placed in the following publications and websites: City of Menasha website http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php ;

CVMIC <http://www.cvmic.com/sub1/employmentAd.asp> ;

Wisconsin Employment <http://ww2.wisconsin.gov/state/employment/app?COMMAND=gov.wi.state.cpp.job.command.ShowJobDetails&selectedJob=201305131507554424988> ;

Municipal Treasurer Association of Wisconsin <http://mtaw.org/employmentads.html> ;

Wisconsin Government Finance Officers <http://www.wgfoa.org/> ;

League of Municipalities http://www.lwm-info.org/index.asp?SEC=53BE68E4-A40C-4F1D-A752-612270970DE8&DE=BC1637D3-0159-46EA-9CA4-3C3922729040&Type=B_JOB

The announcements were free of charge and some of the organizations also have printed materials describing our position as well as other job opportunities. There were some modifications made to fit the format required by the organization fit their specifications in placing the announcement. Please feel free to check these websites out.



MEMORANDUM

DATE: May 2, 2013

TO: PERSONNEL COMMITTEE

FROM: Pamela A. Captain, CA/HR Director
PAC

RE: RECRUITMENT PROCESS FOR COMPTROLLER/TREASURER (or
ADMINISTRATIVE SERVICES DIRECTOR) POSITION

The process described below is suggested for filling the vacancy of the comptroller/treasurer.

1. Identify minimum requirements (Common Council)
2. Identify selection criteria (Personnel Committee)
3. Prepare recruitment materials (HR Department)
4. Take applications (HR Department)
5. Prepare interview topics (Personnel Committee)
6. Assemble 1st interview committee (TBD by Personnel Committee)
7. Hold 1st interview
8. Interview committee selection of final candidates
9. Hold 2nd interview (Personnel Committee)
10. Personnel Committee recommendation to Mayor
11. Mayor selection of final candidate

Identify minimum requirements for the position. The Personnel Committee needs to establish the minimum requirements for the position such as education, experience and certifications. See Exhibit A for suggestions.

Identify selection criteria. The Personnel Committee needs to identify, in addition, to the minimum requirements the preferred criteria to be used to select candidates for further consideration. What factors should be given greater weight in selecting candidates? The criteria that the Personnel Committee identifies will be used by the HR Department in scheduling prospective candidates for a first interview. Examples of selection criteria include:

Education, with an extra point given to those candidates who have a master's or other advanced degree beyond a bachelor's degree.

Experience, with an extra point given to those candidates who have experience in local government, Wisconsin government, treasurer and comptroller experience, management of IT and/or HR functions.

Certifications, with an extra point given to those candidates who have achieved additional certifications beyond the minimum required.

Additional/On-going Training, with an extra point given to those candidates who have exhibited a continuing commitment to training and/or leadership training.

Prepare recruitment materials. Unless the City desires to use a recruiting firm, the Human Resources Department will prepare recruitment materials. The position will be advertised with professional organizations with which we are associated such as: CVMIC, the League of Wisconsin Municipalities, Wisconsin Treasurers Association, Wisconsin Government Finance Officers Association and the Government Finance Officers Association (National). We do not plan on utilizing newspaper advertising unless that is something that the Personnel Committee wants us to do.

Take applications. Applications will be taken by the HR Department and reviewed for minimum qualifications. Using the selection criteria decided upon by the Personnel Committee, the candidate materials will be reviewed and organized and the top candidates will be scheduled to attend a first interview.

Prepare interview topics. Between now and the first interview the Personnel Committee will identify what topics are most important to discuss with prospective candidates. Based upon the interview topics selected by the Personnel Committee, I will draft questions to ask each candidate.

Assemble 1st interview committee. Consistent with past processes, the first interview is recommended to be held by an interview committee consisting of the following: Mayor; 1 Council Member, Finance Director from another community and Co-General Manager from the Utility. The 1st interview committee will recommend candidates for a final interview to be scheduled before the Personnel Committee.

Hold 2nd interview. The Personnel Committee will interview final candidates and make a recommendation to the Mayor who may or may not make the appointment. *See City Ord. SEC. 2-3-2(b).*