



Human Resources

400 La Crosse St., La Crosse, WI 54601 • Tel: (608) 789-7595 • Fax: (608) 789-7598
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TO: Common Council
Mayor Reynolds

FROM: Rebecca Franzen, Director of Human Resources

DATE: October 3rd, 2024

RE: Draft Hiring Plan for City Administrator

The Hiring Team:

To properly facilitate the hiring process of **City Administrator**, it is the Director of Human Resources recommendation that the hiring process is facilitated by a team referred to as the *City Administrator Search Team* with two sub teams: (1) the core team and (2) the selection team. The core team's role is to manage the logistics of the process which includes outreach planning, time-lining, crafting position advertisements, etc. The members of the core team would be members of the Human Resources department and the recruitment firm.

The selection team's role will be to participate in the screening process (i.e. resume review, virtual interview, in-person interviews and any other necessary subsequent interviews or public listening sessions). This team will be responsible for the final candidate selection.

The City Administrator Search Team will consist of at least 6 members. To ensure we have fair representation in the selection process, the selection team will be at least one (1) Finance and Personnel Committee member, at least one (1) Executive Committee member, the Mayor, at least two (2) department heads and the Director of Human Resources.

Announcing the Position:

With the help and partnership of an executive recruitment firm, the position will be announced via numerous sources to ensure that a qualified, diverse pool of applicants is reached.

The Core Team will announce and advertise the position via the following channels:

- Recruitment firm reaching out to individuals and organizations on an outreach list.
- Social media (Facebook, LinkedIn, etc.)
- Wisconsin City/County Management Association job board
- Specialized mail advertising by recruitment firm
- City's website
- Governmentjobs.com job board
- Any other locations recommended by the executive recruitment firm

The core team will monitor how frequently the job opening pages are visited and if we become concerned that we are not generating enough interest in the position, we will re-evaluate our approach and/or extend the application window.

Rebecca A. Franzen, SHRM-CP
Director of Human Resources
Gwendolyn A. Benish
Human Resources Generalist

Audra M. Bloom
Employee Benefits Specialist
Angela M. Berget
Human Resources Assistant

Angela R. Leisso
Sr. Human Resources Generalist
Heidi L. Stein
Wellness Coordinator

Screening the Candidates:

The Director of Human Resources will input all applicants into a tracking spreadsheet. The tracking spreadsheet will include a list of desired and required competencies that the screening team will use to review resumes and cover letters. The screening team will review all cover letters, resumes and key information about each candidate in the tracking sheet. Candidates will be rated red/yellow/green on how well they match the competencies listed in the job description/ordinance.

The screening team will have a virtual interview with all candidates that have been classified as green. Candidates classified as yellow will be revisited if we have any concerns about the strength of the green candidate pool. Candidates in the red pool will be sent regret notices.

Currently, the Director of Human Resources is anticipating at least two in-person interviews with the selection committee. Although this is subject to change based on how the interviews progress and if there is a need for further clarification from any candidate or the entire Common Council would like to host a special meeting and interview the candidate(s).

Hiring Timeline:

Date	Task
By December 31 st	City Administrator Search Team is established with members from: <ul style="list-style-type: none">▪ Executive Committee▪ Finance and Personnel Committee▪ Department Heads▪ Mayor▪ Director of Human Resources
January 1 – January 31	Director of Human Resources gathers information on executive recruitment firms and brings a recommendation forward to the City Administrator Search Team.
March 3 rd	Job posting goes live on all forms of marketing (i.e. website, social media, specialty organizations, etc.).
April 4 th	End of Application Period
April 4 th – 18 th	Resume screening with selection team
April 28 th – May 9 th	Virtual Interviews with Candidates
May 19 th – May 30 th	First Round of In-Person Interviews with Candidates
June 9 th – June 20 th	Second Round of In-Person Interviews with Candidates <ul style="list-style-type: none">▪ This will include a tour of the City with the La Crosse Chamber of Commerce's First Friend Program
Week of June 23 rd	Make Contingent Offer to Candidate <ul style="list-style-type: none">▪ Contingent on background check▪ Pre-Employment Drug Screening
July 10 th	Candidate selection confirmed by Common Council
Week of July 28 th	City Administrator Hired

**Any breaks between dates on the schedule are intended to provide notice to the candidate to ensure availability and scheduling for potential travel to and from the City of La Crosse.*

***This is a tentative schedule and subject to change. We may add additional interviews with the full Common Council or additional department heads but that will be determined by the City Administrator Search Team.*



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Selection of the Candidate:

The candidate selected for the role of City Administrator will be selected based on their education, qualifications and responses throughout the interview process.

The selection team will convene after each round of the screening process to review the candidates and determine which individuals will move forward to the next round and ultimately are extended a contingent offer.

The candidate selected for a contingent offer will be granted based on a majority vote of the City Administrator Search Team. The selection will be confirmed by the full Common Council.

Once a candidate is selected, the Director of Human Resources will work with the selection team and the executive recruitment firm to determine a wage offer for the candidate and create a contract with the partnership of the legal department. The candidate will undergo a background check, and a pre-employment drug screening conducted by a third-party.

Onboarding:

Once the candidate has accepted the City's offer, all further onboarding will be handled by the Human Resources Department per usual City practice.

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