



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: August 16, 2023

AGENDA ITEM: Consider a motion to confirm filling the Executive Assistant position with the preferred candidate, Ms. Megan Pehrson.

PREPARED BY: Chery Pierzina, Human Resources Officer.

BACKGROUND:

At the May 10, 2023, regular meeting, the Commission authorized the internal posting and external advertising for the Executive Assistant vacancy. This action was a result from an unfilled position, Administrative/HR Assistant since February 2023.

No applications were received following the internal posting. Following external advertising of the position opening, GRPUC received 23 applications. The applications were scored using a rubric, and initial interviews were conducted in June, with eleven (11) applicants. The three (3) top-ranked applicants were invited to a second interview, which was held on Tuesday, July 11, 2023. A background verification was submitted and received, and an offer of employment was made to the selection committee's preferred applicant, Ms. Megan Pehrson. The offer was accepted with a hire date of August 7, 2023.

Management staff recommends the Commission formally confirm filling the Executive Assistant position with the preferred candidate, Ms. Megan Pehrson.

RECOMMENDATION:

Consider a motion to confirm filling the Executive Assistant position with the preferred candidate, Ms. Megan Pehrson, effective August 7, 2023.