



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Date: June 16, 2021

RE: Update: Human Resources Directive on recruitment process for executive candidates and the recruitment process report.

June 2021

June 2, 2021

During the June 2, 2021, City Council meeting it was requested by Council for the Human Resources department to establish and report on an Executive Recruiting Process and strategy.

June 16, 2021

Please see attached information regarding requested material:

- Human Resources Directive
- Recruitment Process Timeline



Section: 4: Employment	Title: HR Directives
Department: Human Resources	Executive Recruiting Process
Effective Date:	06/2021
Last Review/Revision:	
Author:	Tracey Vasquez

Purpose

The purpose of this policy is to ensure the City of Manor recruits highly experienced public management professionals to contribute to the City's overall success of the visions and goals for the community. Each candidate hired will make a significant contribution to the City of Manor. Understanding the value of the role for which the city is recruiting aids in making a successful decision. In hiring the most qualified candidate for executive-level positions, the recruiting process is as follows.

Scope

Intended for all Human Resources employees.

Procedure

Personnel Job Description and Summary

Personnel job descriptions must be initiated and analyzed by the Human Resources department, approved by the department Director, and then finalized by the City Manager or City Council (if applicable).

- Establish introduction, transparency, expectation statement
- Position title; hours/shifts; FLSA filing
- Essential job functions
- Qualification requirements
- Education, experience, and other requirements



- Preferred specified certifications
- Working conditions

Job Postings

The Human Resources department will create job postings to briefly describe the specific position to which the City is recruiting.

- Establish specified recruitment advertising instructions

All executive postings will be posted on the City's website, social media pages, as well as on outside sources such as LinkedIn, TML, ICMA, TMPA, NLC. Position postings will then be forwarded to Department heads, City Council and HR Roundtables to share with their professional groups. The Human Resources department will be responsible for tracking all candidates and retaining applications, resumes, and portfolios as required. Other sources of advertisement may be sought after at this level of recruitment as well.

Internal, qualified candidates with satisfactory employment status may apply for any posted position with the consent of their manager or director.

All candidates for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

Interview Process

The Human Resources department will screen candidates prior to scheduling interviews by using the following procedures:

- Resume'/ portfolio screening for qualifications
- Skills and experience
- Extensive reference checking (travel may be required)
- Extensive law enforcement background investigation and psychological evaluation.
- Phone interview

The interview process will begin once a candidate is chosen, the City assess candidates by using a Two Panel Interview Process, one panel will consist of department Directors, Human Resources, and the City Manager using a ratable questionnaire. The other panel will consist of the Mayor and City Council.



The interviews will be scheduled by the Human Resources department by determining what works for all the candidates and panelists. The interview session will have a rating system to assign values to the candidate's skills and expertise regarding cognitive, social, personnel, financial, and technological knowledge. This system may also determine some previous accomplishments, work ethics, professional development, and goals.

Selection and Employment Offers

After the completion of the interview process, the Human Resources department will gather all data for each individual candidate and offer a binder/folder presentation of five (5) qualified candidates to the Mayor and City Council for review and determination.

Once a candidate is selected, he/she will meet with the Mayor and the City's legal team to negotiate a proposed contract.

References

- SHRM
- CJIS Security Policy
- Employee Policies & Procedures

HUMAN RESOURCES EXECUTIVE RECRUITMENT TIMELINE

<i>TIMELINE (TENTATIVE)</i>	<i>PROCESS ACTIVITY</i>
Day 1-3	<ul style="list-style-type: none"> • Establish position title, essential job functions, and qualification • Approval from Management or Council
Day 4-5	<ul style="list-style-type: none"> • Initiate recruitment process: <ul style="list-style-type: none"> -Post position on City website, social media, and inter-City social sites -Recruit on outside sources i.e., LinkedIn, TML, ICMA, TMPA, NLC, along with other professional municipal groups - Search other sources of advertisement
Day 6-14	<ul style="list-style-type: none"> • Review portfolios and/or resumes • Progress report- check for quality and diversity of applicants • Begin reviewing and qualifying potential candidates
Day 15-22	<ul style="list-style-type: none"> • Completion of screening for qualifications • References are contacted and completed • Law enforcement background investigation and psychological evaluation completed • Review and process qualified candidates for the panel interview procedure
Day 23-37	<ul style="list-style-type: none"> • Panel Interview process begins
Day 38-45	<ul style="list-style-type: none"> • Qualified candidate and Council negotiate contract • Successor accepts offer of employment
** Timeline is subject to change regarding candidates, qualifications, and review and reference responses.	