

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** 12. Transfer of employer of record for Economic Development Director position

**Meeting Date:** 4/4/2023

**Requested by:** Ashley Oliphant

**Committee Review:** Personnel & Insurance Committee and Collaborative Relations Team

Recommendation from Personnel Committee: Motion to approve transitioning the employer of record from Richland County to the City of Richland Center and waiving a formal hiring process for the position of Economic Development Director, effective 4/5/2023.

**Background:**

Employer of Record. Upon submitting a final Notice of Withdrawal to Richland County, the Structural Document establishing the position of Economic Development Director will no longer be in effect. The employer of record for the position must be transitioned from Richland County to Richland Center.

Hiring policy. The Personnel Handbook lists the requirements for hiring when a position becomes vacant or when a new position is created. The position of Economic Development Director is neither vacant nor new thus negating the need to execute a formal hiring process which includes advertising the position, conducting interviews, etc.

Transition Plan. A transition plan was presented to the Personnel & Insurance Committee and reviewed at a joint meeting of the Collaborative Relations Team. The transition plan outlines recommended action for the City and County. This plan was developed collaboratively between the City and County Administrators.

**Requested Action:** Motion to approve transitioning the employer of record for the Economic Development Director from Richland County to the City of Richland Center, waiving a formal hiring process for the transition of the position, and implementing the transition plan.

**Attachment:** Transition Plan