



## Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Information Technology Coordinator DEPARTMENT Administration # OF APPLICANTS: 19

FT ☒ PT ☐ SALARY ☒ HOURLY ☐

Days Posted: 15

Incumbent: Joshua Rios

☐ NEW POSITION ☒ REPLACEMENT OPENING

FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N  
(See Recruitment Policy)

Reason for Opening:

Filling the vacancy for the full time support of information technology

Justification for fill:

Providing help desk service for the City. Installation and set up of information technology hardware and software. Planning and defining desktop configuration and overall infrastructure strategy and troubleshooting with the Mayor and contractors.

Top Candidate Name: Chris Czerniak

Recommended Grade/Step/\$ 2025 M8 41.10

Qualifications:

He has public sector experience with multiple school districts, has worked with budgeting and strategic planning, has certifications in cyber-security.

First Alternate Name: Alternate not identified.

Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Second Alternate Name: \_\_\_\_\_

Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☐ References Completed PD  
☐ Background Check Completed PD  
☒ Permission for Screening Received  
☒ Grade, Step, and Years of Service 17 yrs in WRS M8 41.10  
☒ Contingent Offer Drafted

HR Signature

Date

Finance Director Signature

Date

Mayor Signature

Date

### Final Approval

Grade \_\_\_ Step \_\_\_ Vacation \_\_\_\_\_

Finance Committee(as required) \_\_\_\_\_

Effective Date: \_\_\_\_\_