

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: December 11, 2023

Re: Director of Public Works Recruitment update

Please find the following agenda item for your consideration and recommendation.

November 13th the Finance Committee met to discuss the current DPW recruitment. Following this meeting the post remained open and the advertised wage from the job posting was removed to encourage applications. Staffing organizations were also contacted for quotes.

The posting has been refreshed with the League of Municipalities, APWA, and posted on the Wisc.Jobs site.

The wage had previously been posted in the range of T1-T6 or \$97,635(\$46.94)-\$111,571(53.64). In 2024 the T1-T6 range will increase to \$99,909.20(\$47.64)-\$113,235.20(54.44).

Carlson Dettman recommended that if we were having difficulties the position could be increased to attract individuals Carlson Dettmann would be recommended to Grade U with 2024 wages being \$105,289.60(\$50.62)- \$120,348.80(57.86).

Contacts were made to the staffing agencies Gov HR and Baker Tilly's public sector services. The findings are listed below.

GovHR

Gov HR quoted several options to conduct a search for this type of position. The minimum package for recruitment support would include GovHR posting the position in their network for their candidates to view our opening with the option to apply. For \$4,500 they would forward candidates to us and post the opening.

For a Full Scope Recruitment, it would be approximately \$24,500. This includes advertising and background screenings and a 12-month guarantee on the placed candidate. It does not include consultant or candidate travel.

A Limited Scope recruitment would be approximately \$21,500. This includes advertising. It does not include background screenings, consultant and candidate travel expenses, or the guarantee.

The estimate GovHR provided for a position with a P.E. with a minimum of 5 years' experience in our geographic area for a similar size municipality was a range of \$95,000 to \$140,000. It was recommended to widen the range the way the position is currently posted. If the wage is flexible adjusting the years' experience (3 to 5 preferred) and the P.E. Requirement could make the range feasible.

Baker Tilly



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Baker Tilly's representative called regarding concerns about the posted wage and requirements. Baker Tilly conducts national searches for public sector openings like ours in Virginia, California, Florida, Nebraska and Wisconsin. They are competing for candidates with engineering firms in the private sector that can offer more competitive packages.

They shared that recent candidates are declining position offers in ranges at higher than we currently offer. They are also declining positions that require relocation due to the current housing market interest rates.

A recent client was able to fill a position by altering the duties into one and a half openings and promoted internally due to the difficulty in finding suitable candidates. Few candidates are coming in with the P.E. requirement and this was a way they were able to meet the needs. An option to make the P.E. part of the hiring contract is also a way to make an opening for more candidates.

Overall, they recommend that we review the wage, review the requirements, or anticipate an extended hiring period if these can't be adjusted in hopes of attracting a candidate.

They did not provide an estimated wage range.

Please provide the next steps for this recruitment process.