

**RESOLUTION TO  
REVISE CANDIDATE SELECTION PROCEDURE AND EXTENDING  
OFFERS**

**SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE**

**WHEREAS**, the current procedure has all City employees be reviewed by the Finance Committee; and,

**WHEREAS**, there is not a legal requirement for Finance Committee to review and approve the hiring of each City employee; and,

**WHEREAS**, the Finance Committee wishes to delegate the hiring of certain City employees to the Mayor.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**

That Section 6 Candidate Selection and Section 7 Extending Offers of the City's Recruitment Policy shall be amended as follows.

Ch. 2.1 Recruitment Policy Section 6 Candidate Selection shall be amended to read as follows:

**S6. CANDIDATE SELECTION**

The top three candidates identified will be submitted on the Candidate Selection Form (CSF) to ~~HR to confirm the hiring policy has been followed and the Finance Director to confirm the position is properly budgeted for. The CSF will then be forwarded to the Mayor. After review, the department head will forward the selection form to the Clerk/Treasurer office with the verbiage to~~ The Mayor will submit the CSF for any position which requires Common Council approval, is Grade N – Z or which is proposed to begin at a Step of 4 or higher ~~be added to the Finance Committee meeting agenda for approval~~ a recommendation to the Common Council and then to the Common Council for approval and selection of the candidate. For all other candidates, the Mayor will approve the selected candidate. If a Department head disagrees with the Mayor's selection, they may request the CSF be placed on the Finance Committee Agenda for review and selection of the candidate.

Should less than three candidates exist, the CSF should still be submitted. *CW 003 RECRUITMENT Candidate Selection Form-for committee*

Internal applicants must complete required background checks or tests not previously completed.

Ch. 2.1 Recruitment Policy Section 7 Extending Offers shall be amended to read as follows:

**S7. EXTENDING OFFERS**

~~An official offer letter will be extended once Finance Committee approves and screening results have been received.~~ For positions that do not require Common Council approval, an official offer letter will be extended upon the Mayor's approval. For positions that require Common Council

approval, an offer letter contingent on Common Council approval will be provided upon the Mayor's approval. The candidate will have approximately one week to provide acceptance. ~~to be communicated in the letter.~~ Candidate's acceptance of the contingent offer is required prior to the Finance Committee's review of the applicant. Acceptance can be verbal and followed with a signature at time of orientation if email or signature is unavailable. *CW 005 RECRUITMENT Offer Letter*

Acceptance is communicated by HR to the department head and onboarding steps begin. The "Onboarding New Employee Checklist" is designed to be a baseline of information that every city employee should receive. Departments are encouraged to provide information beyond the contents of this document, but in the least, these components are required.

*Onboarding Procedure, CW 102 ONBOARDING Dept. New Employee Checklist, CW 103 ONBOARDING HR City Orientation Checklist Full Time, CW 104 ONBOARDING HR New Employee Schedule*

That this Resolution shall be in full force and effect upon its passage and adoption.

|                 | YES | NO |
|-----------------|-----|----|
| DAVIS           |     |    |
| LAMPE           |     |    |
| BOARD           |     |    |
| BARTZ           |     |    |
| BLANKE          |     |    |
| SMITH           |     |    |
| SCHMID          |     |    |
| WETZEL          |     |    |
| MOLDENHAUER     |     |    |
| MAYOR MCFARLAND |     |    |
| TOTAL           |     |    |

ADOPTED December 19, 2023

\_\_\_\_\_  
CITY CLERK

APPROVED December 19, 2023

\_\_\_\_\_  
MAYOR