



Legislation Text

File #: 46253, **Version:** 1

Title

Update: Common Council Chief of Staff Hiring Process - Council President Marsha Rummel

Body

Recruitment Process

Recommendation: Human Resources recruit for applicants through the following organizations:

UW-Madison LaFollette School of Public Affairs

UW-Madison Department of Urban and Regional Planning

UW-Madison & UW Milwaukee Departments of Political Science

UW-Madison & UW-Milwaukee Departments of Sociology

UW-Madison Law School

Marquette University Law School

National League of Cities

International City/County Management Association

League of Wisconsin Municipalities

National Conference of State Legislators

Council of State Governments

National Governor's Association

U.S. Conference of Mayors

Idealist.org type of site

CNU.org (Congress for New Urbanism)

LinkedIn.com

Recommendations from Department of Civil rights

Recommendations from GARE (Government Alliance on Race & Equity)

Additional recommendations from Council Members

Council members will be encouraged to share the posting with potential candidates they feel will be a good fit for the position.

Screening Process

Recommendation: HR will perform an initial screen for minimum qualifications. Following the initial screening, a formal resume screen will be conducted by subject matter experts to rank the top 20 candidates. An initial interview of the top 10 candidates, including bench marks and scoring criteria, will be conducted by a group consisting of alders and others identified by the Executive Committee. The top 2-4 candidates will be interviewed by the Executive Committee and a final candidate will be selected.

Interview Questions

Recommendation: Human Resources staff would work with alder(s) to develop the resume screen, benchmarks and interview questions.