



Legislation Text

File #: 69990, Version: 1

**Fiscal Note**

The proposed ordinance establishes procedures to be followed in the hiring of the Common Council Chief of Staff. Budget for the Chief of Staff position is included in the Common Council annual operating budget. Costs associated with recruiting for the Chief of Staff position will be absorbed by the Common Council Office operating budget as much as possible. No appropriation is required to adopt this ordinance.

**Title**

Amending Section 33.13(2) to establish procedures for hiring of the Common Council Chief of Staff.

**Body**

DRAFTER'S ANALYSIS: This ordinance establishes procedures to be followed in the hiring of the Common Council Chief of Staff.

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The Common Council of the City of Madison do hereby ordain as follows:

Subsection (2) entitled "Office of the Common Council" of Section 33.13 entitled "Common Council Executive Committee, Office and Chief of Staff" is amended as follows:

“(2) Office of the Common Council.

- (a) There is hereby created the Office of the Common Council which shall be managed and directed by the Common Council President with the advice and support of the City's Human Resources Director. Common Council staff shall be appointed by the Common Council after nomination by the Common Council Executive Committee, shall serve under civil service, shall prepare and review the Council office budget, and shall perform those duties assigned by members of the Common Council.
- (b) Common Council Chief of Staff. There shall be a Common Council Chief of Staff authorized by the Common Council.
  - 1. The Common Council Chief of Staff shall be appointed by the Common Council as provided in Sub. (2)(e) below, and shall report to the Common Council Executive Committee. The Common Council Chief of Staff is subject to the authority of the Common Council Executive Committee to impose discipline or discharge as provided in section (9) of the City of Madison Personnel Rules.
  - 2. The Common Council Chief of Staff shall have supervisory authority over other Common Council Staff and the Common Council Legislative Analyst.
- (c) Pursuant to Sec. 3.53(1)(h), MGO, the Common Council Chief of Staff is exempt from the civil service system. Instead, the Common Council Chief of Staff will serve for a term of five (5) years under a written employment agreement said agreement to be renewed at the pleasure of the Common Council. This position is also exempt from the provisions of Sec. 3.54(9), MGO, governing compensation of managerial employees. Annual cost of living increases will be equivalent to increases for members of Compensation Group 18.

- (d) For purposes of benefits only, the Common Council Chief of Staff shall have the same benefits as non-represented professional employees in Compensation Group 18 as may be provided and/or modified by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action.
- (e) The Common Council Chief of Staff shall be appointed pursuant to the following process.
1. The Common Council President, with the advice and support of the Human Resources Department, shall be responsible to manage the recruitment and hiring process.
  2. The Chief of Staff position description shall be reviewed and approved by the Common Council Executive Committee prior to posting.
  3. The Common Council Executive Committee shall either act as the hiring committee or designate a separate hiring committee consisting of at least one Alder. Hiring committee deliberations and candidate interviews shall be conducted in closed session.
  4. The Human Resources Department shall screen applications of candidates and present candidates meeting minimum qualifications to the hiring committee.
  5. The hiring committee shall review qualifications of candidates meeting minimum qualifications and select candidates to interview.
  6. The hiring committee shall interview selected candidates and rank all candidates the committee would recommend for hiring in the order of preference, excluding any candidates the committee does not recommend for hiring. Consistent with any procedure adopted by Common Council Executive Committee, use of ranked choice voting is recommended.
  7. The Common Council shall review the ranked candidate list and deliberate in closed session, determining a ranked order of candidates, if any, that the Council recommends for hiring. A vote of two-thirds vote of all members shall be required for each candidate included on the ranked list. Consistent with any procedure adopted by the Common Council Executive Committee, use of ranked choice voting is recommended.
  8. Upon completion of a satisfactory background check, the Human Resources Department shall offer an employment contract to the top-ranked candidate, contingent upon final approval by the Common Council.
  9. Upon completion of the terms of an employment contract, the Common Council shall consider, in open session, a resolution to approve the appointment by a majority vote of all members.
  10. If the preferred candidate withdraws, is disqualified due to a background check, does not agree to terms of an employment agreement, or if the appointment is not approved by the Common Council, the steps in Secs. 33.13(2)(e)8 and 9, MGO, shall be repeated with regard to the next ranked candidates until the Common Council completes an appointment.
- (f) The procedures established by Sec. 33.13(2)(e)1 through 5, MGO shall not apply to any hiring process that has been initiated prior to the enactment date of this ordinance.”