

RESOLUTION APPROVING REVISED BACKFILL & RECRUITMENT PROCESS

WHEREAS, the City's current recruitment process is determined by Resolutions 14-996, 17-0234, 18-0176, and 20-1073, adopted between 2014 and 2018; and

WHEREAS, under these resolutions, approval to fill an open position may need to come from a combination of the oversight committee and/or the Personnel Committee via department head request after consultation with Human Resources and Finance, and the Common Council by resolution requiring the input of the City Attorney and Finance Director/Treasurer, causing confusion and inefficiencies within all City departments and significant time by at least four departments; and

WHEREAS, the Mayor and Council annually approve salary budgets for each department based on the intended staffing for the calendar year; and

WHEREAS, Human Resources Director Jessie Lillibridge recommends that the City's current process of backfilling budgeted positions be streamlined and improved for efficiencies City-wide, as detailed in her Memorandum dated April 5th, 2021.

WHEREAS, at a meeting held on April 5th, 2021, the Personnel Committee approved the revised Backfill and Recruitment Process as recommended by Human Resources.

NOW THEREFORE BE IT RESOLVED, by Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the recommendations of Human Resources and that this Resolution replaces and supersedes Resolutions 14-996, 17-0234, 18-0176, and 20-1073.

BE IT FURTHER RESOLVED that the Backfill and Recruitment Process shall be as follows:

1. Vacant positions which were included in the annual budget may be backfilled without the approval of any standing committee or Council oversight.
2. New positions shall be brought forward as part of the budget development process after consultation with Human Resources about costing.
3. The Mayor and Council determine, with department head input, whether the addition, removal, or restructure of any positions is necessary during the annual budget process and approve the annual budget, including the funding of wages and salaries in each department.

- 4. Job descriptions for a newly created position, a position being significantly changed, or a position being reclassified or retitled shall be brought forward for approval by the Personnel Committee, the departmental oversight committee, and the Common Council. Minor job description changes and seasonal job descriptions will continue to be approved by the Department Head and Human Resources Director.
- 5. The HR Director will continue to report on all recruitment activity in the monthly report to Personnel Committee.
- 6. Any emergency mid-year requests continue to be brought to the Personnel Committee, oversight committee, and Council for discussion and approval.

BE IT FURTHER RESOLVED that Department Heads and the Mayor are authorized to implement and enforce this revised Backfill and Recruitment Process effective immediately following adoption of this Resolution.

BE IT FURTHER RESOLVED that Human Resources continues to be authorized to immediately post vacancies as they occur for all positions to attract the widest range of qualified and diverse candidates.

INTRODUCED _____ ADOPTED _____

 Justin M. Nickels, Mayor

APPROVED _____

This Resolution was drafted by City Attorney Kathleen M. McDaniel

Fiscal Impact:	Minimal
Funding Source:	Approved Budgeted Salaries for Vacant Positions
Finance Director Approval:	/SMA
Approved as to form:	/KMM