



**City of Manitowoc**  
**Current Recruiting/Backfilling/Creation of Positions Process**

1. Per Resolution 14-996, hiring for all open positions at the City of Manitowoc requires approval of 2/3 vote of the Council.
2. Exceptions
  - a. Each year, a Resolution (current Res. 20-1073) is brought forth requesting the immediate backfill of openings for budgeted positions of the following:
    - i. Transit Driver
    - ii. Police Officer
    - iii. Firefighter/Paramedic
    - iv. DPI Laborer
    - v. Seasonals
    - vi. Wastewater Operators
  - b. The purpose of these exceptions is to ensure that these positions are filled as soon as possible.
3. For open/vacated, budgeted positions
  - a. Job description must be reviewed and updated. If updates are significant, Council approval is required (Res. 18-0176).
  - b. Open positions may be posted in order to immediately begin the recruitment process, but approval must be received as soon as possible, and prior to filling of the position (Res. 17-0234).
  - c. Approval to fill the position must come from department's oversight committee, and Council, through a Resolution (Res. 17-0234).
  - d. However, if the job description has changed significantly, the approval to fill the position must also be approved by the Personnel Committee (Res. 17-0234).
4. New unbudgeted positions
  - a. Creation of and approval to fill position needs to be approved by Mayor and Council, ideally as part of the budget process.
  - b. Job Description Questionnaire (JDQ) must be completed by manager and department head.
  - c. Human Resources will work with compensation consultant and requesting Department to determine where the new position fits into the compensation plan.
  - d. Based on the JDQ, a job description will be developed.
5. Position needs to be reclassified
  - a. JDQ must be completed by employee in position and manager.
  - b. JDQ will be reviewed by HR and compensation consultant.
  - c. A new or revised job description will be developed, if necessary.
  - d. If compensation consultant recommends reclassifying position, the request will be brought to Personnel Committee and Council for approval.