

**808.23 SUBJECT: HIRING EXECUTIVE MANAGERS**

:1 OBJECTIVE:

To establish operational procedures for the expenditure of funds for hiring Executive Managers.

:2 AUTHORITY:

This procedure approved by City Council, May 10, 2010.

:3 DIRECTION:

Human Resources Division Manager or designee, as an appointed official, serves at the pleasure of the mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 METHOD OF OPERATION:

A. General

Whenever an Executive or Senior Management vacancy occurs in a department, the Human Resources Division Manager or designee, after consultation with the CAO or designee and a senior member of the requesting department, shall initiate the hiring process and invite applications. The cost for advertising shall be paid for from the budget of the Human Resources Division Manager, if available.

B. Interviews

Human Resources Division Manager or designee, in conjunction with the appropriate management personnel, shall cause the applications/resumes to be screened and thereafter, the Hiring Department or CAO will determine the number of applicants selected for interviews. In the event a Selection Committee performs the screening, this Committee shall determine the number to be interviewed.

C. Cost for Applicant Interviews

1. The hiring Department Director or designee may prepare, where deemed necessary, an estimate of anticipated costs for scheduling interviews. Such an estimate may consist of transportation, hotel, food, and any other incidental costs, where appropriate, incurred by the applicants for which the City holds itself responsible.

2. The hiring Department Director or a designee shall submit to the Human Resources Division Manager a prepared estimate (including interview schedule) of all costs for review and approval.

D. Reimbursement of Expenses

The hiring Department Director or a designee shall submit to the Finance Department all authorized expenses for applicant reimbursement within five (5) working days of receiving them. Such expenses will be charged to the budget of the hiring Department.

E. Reimbursement for Moving Expenses

The Human Resources Division Manager or designee, in conjunction with the CAO, may authorize reimbursement for moving expenses for the applicant hired for an Executive or Senior Management position. The employee will provide a copy of the paid invoice to the Director of the hiring Department. Reimbursement for these expenses will not normally exceed \$3,000 unless a higher amount is approved in advance in writing by the CAO or the Mayor. The cost of this reimbursement shall be paid from the budget of the hiring Department Director.

F. Checks for Payment

The Finance Department shall send to the Human Resources Division Manager all prepared checks for payment. After review, such checks will be provided to the hired applicant.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Procedure adopted by City Council October 4, 1982, Item 15X; amended August 31, 1992, Item 4J; amended June 21, 1993; amended April 3, 2000, Item 2PPP; amended September 15, 2003; amended May 3, 2004, Item A1; amended September 10, 2007, Item A5; amended May 10, 2010, Item A-2

:8 EFFECTIVE DATE:

This procedure effective May 10, 2010.