
CITY OF ROCHESTER HILLS

Human
Resources

Pamela M. Lee, Director—ext. 2521

DATE: February 24, 2005

TO: City Council

RE: City Clerk Selection Process

A flow chart describing the process and options for filling the pending City Clerk vacancy is attached for discussion. Critical decision points, i.e. external recruitment vs. internal posting and whether an executive search firm will be used, have been highlighted. A draft revised job description and preliminary market data are also included for your review.

The current format for the City's job descriptions was adopted as part of the 2001 Wage and Class Study and is designed to coordinate closely with the job analysis factors used to determine compensation for the position. The overview and essential duties have been updated to reflect the City Charter as well as other responsibilities currently assigned to the position, such as cemetery operations.

The degree and years of experience requirements were verified when this position was evaluated in 2001. However, the applicable experience identified, as well as the acceptance of an equivalent combination of education and experience in lieu of an actual degree have been added to this revision for consideration. The preference for an MMC (Master Municipal Clerk) or CMC (Certified Municipal Clerk) credential has also been added as an indication of advanced professional development. If acceptable as written, both the Mayor and the Council President should sign the job description.

An employee requisition authorizing Human Resources to fill the vacancy within the specified salary range should be signed as well. Salary data has been obtained by contacting comparable communities by telephone. A more detailed salary survey is currently being prepared for the AIS Committee's annual department director salary discussions, to begin in April. However, based on the preliminary data, it is recommended that the current base salary of \$85,674 be retained as the maximum rate for the position and the minimum hiring rate be set at 85% of maximum, or \$72,823.

Finally, Council has the option of posting the position to solicit applications from current City employees, making an offer to appoint a qualified internal candidate, or posting the vacancy to recruit both internal and external applicants.

If you have further questions or would like additional information, please advise the Clerk's office. I will also be available for a discussion of this matter at the Council meeting on March 2, 2005.

Attachments (3)