



**City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS**

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**Legislative File No:** 2005-0189

**TO:** City Council Members  
**FROM:** Pamela M. Lee, Director—ext.2521  
**DATE:** April 1, 2005  
**SUBJECT:** City Clerk Selection Process

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Copies of the application, resume and cover letter submitted by Jane Leslie for the position of City Clerk are attached for your review. Ms. Leslie is the current Deputy City Clerk and was the only applicant who responded to an internal posting for the position.

Although Ms. Leslie does not possess a bachelor degree, she is currently a candidate for Certified Municipal Clerk (CMC) designation, which is a preferred qualification. A CMC designation, along with 42 credits of college coursework, and almost 24 years of progressively responsible experience in the Clerk's Department, including over ten years as Deputy Clerk, could be deemed satisfactory in meeting the required minimum qualifications.

At this point, Council may choose to appoint Ms. Leslie based on the above qualifications. Or, you may decide to proceed with the selection process in order to evaluate the candidate further. As stated in the job posting, this process could include any combination of a practical management exercise, an interview (subject to the Open Meetings Act) and/or a background check. Council may also choose to consider additional candidates, which would require re-posting and recruitment of external applicants.

Ms. Leslie's current base salary as Deputy City Clerk is \$70,000.32 per year (\$73,850.40 with longevity). The former City Clerk, Bev Jasinski received a base salary of \$85,674. Based on the current job evaluation system, If appointed to Director, it would be appropriate offer Ms. Leslie a starting base rate of 85% (\$72,722.90) or 90% (\$77,106.60) of the current maximum.

If the position is to be re-posted externally, a minimum advertising period of two weeks is recommended. On-line recruitment should be utilized as much as possible, since longer lead times are required to advertise in some professional publications. Depending on the number of candidates recruited, and given the staff time and resources available, the selection process could take an additional two to four months.

If you have further questions, please advise.