



Personnel Committee Meeting Agenda
October 09, 2019
6:00 PM

Chairperson: Kimberly Downey
Members: Mike Caughey, and Robert Boese
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

October 09, 2019

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

1. THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Interview Questions (Available only to City Council members, and protected under ORS 192.355(4))

Exhibit B: OCWCOG PowerPoint Presentation

Exhibit C: OCWCOG Competency Spreadsheet

ACTION: *TO BE DECIDED*

ADJOURN

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

1.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

STAFF REPORT:

Exhibit A: Interview Questions (Available only to City Council members, and protected under ORS 192.355(4))

Exhibit B: OCWCOG PowerPoint Presentation

Exhibit C: OCWCOG Competency Spreadsheet

ACTION: *TO BE DECIDED*

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	YES	GENERAL FUND – PERSONNEL SERVICES

STAFF RECOMMENDATION:

Staff recommends the Personnel Committee decide which questions to share with interview candidates, and how they would like to score the questions during the interview.

BACKGROUND INFORMATION:

At the last City Council Meeting, The City Council considered the interview questions that were provided in City Council Agenda. The interview questions with this agenda (**Exhibit A**) are unchanged from what appeared in the Council Agenda. Those questions are also still protected under ORS 192.355(4), therefore, the Personnel Committee is asked to not share the questions with anyone else.

Our consultant, Ryan Schulze from OCWCOG (Oregon Cascades West Council of Governments), shared with Council a presentation on what to do/not to do in relation to the interview process for a new City Administrator. (**Exhibit B**). That presentation is included with this staff report as a resource for the Personnel Committee.

The City Council felt that it was worthwhile to share a few questions with the candidates, as they prepare for the interview process. Therefore, the Personnel Committee should decide which questions will be made public. The City Recorder/Asst. City Administrator will work on a welcome page to be shared with each interview candidate, in which those questions will be included.

MOTION / move to: **TBD**

John Hitt
Interim City Administrator



Recruitment Interviewing & Selection

Section 1 of the Manager's Manual

“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies.”

- Lawrence Bossidy, *General Electric*

Recruitment Cycle

Vacancy
Update PD
Evaluate
Competencies

Develop
Recruitment
Strategy based on
desired
competencies

Manage
Performance and
development

Make an offer and
conduct background
check

Conduct Interviews
, select top
candidate(s), check
references

Recruitment is
NOT:

- ▶ A one time event
- ▶ A waste of time
- ▶ Something to be rushed

Recruitment IS:

- ▶ An ongoing process
- ▶ A valuable investment

Appointment Types

Probationary Period
(Trial Service)



Limited Term



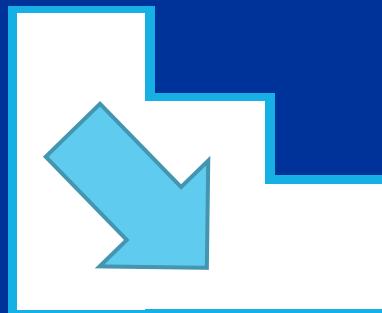
Temporary



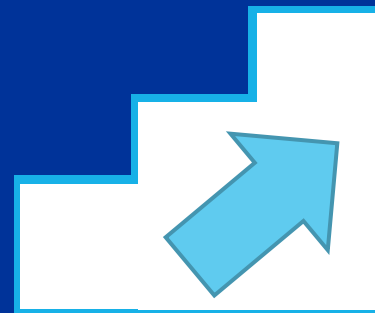
Regular



Demotion



Promotion





The diagram features a central white megaphone with the word 'Outreach' written in blue. Several light blue lines radiate from the top of the megaphone, pointing towards various recruitment methods listed on the left. The background is a dark blue gradient with abstract light blue geometric shapes.

Advertising

Social Media

Internships

Career Fairs

Word-of-Mouth

Networking

Campus Recruiting

Informational Interviews

Conducting the Interview

1.

- Create a welcoming environment
- Be prepared for the unexpected
- Ask for specifics
- Be objective



Let them do the talking!

As the interviewer, you
should spend the interview:



Interviewing Tips

Need more information



- Ask Follow-up Questions to clarify.
- Paraphrase or Summarize their point to check for understanding.
- Ask contrary questions if needed

Avoid Rater Errors



Halo Effect

Generalizations based on one or more strong aspects of the individual.

Positive Leniency

Tendency to overrate people



Negative Leniency

Tendency to underrate people



Central Tendency

Tendency to rate all people in the middle



Avoid Rater Errors

First / Recent Impressions

Strong early/recent judgments influencing the rest of the interview



Contrast Effect

Comparing candidates to each other instead of the job requirements

Similar to Me

Rating individuals similar to you higher



Use Objective Criteria

Facilities Manager Competencies Evaluation

Panel Members:

Date:



Candidate	Contract Management	ADA Facilities	Collaboration	Supervision	Veteran/Disabled Veteran	Total

*Add columns for the number of competencies being evaluated

For Each competency award a check mark for adequate skill level and two for proficient skill level

Vets preference should be one check mark and two checkmarks for disabled Vet

They said what???

- ▶ What do you do when these thing come up?
 - ▶ Religion
 - ▶ Disability
 - ▶ Age
 - ▶ Ethnicity/Race



Final Questions?

City

Manager Competencies Evaluation

Panel

Members:

Date:

Candidate	Leadership Skills	Proactive & Effective Solutions	Collaboration & Teamwork	Strong Supervision Skills	Knowledge of Municipal Operations	Public Financing & Budgeting	Personnel & Labor Laws	Grant Writing	General Planning	Economic Development	Veteran/Disabled Veteran	Total

*Add columns for the number of competencies being evaluated

For Each competency award a check mark for adequate skill level and two for proficient skill level

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