



**TALENT CITY COUNCIL
CITY MANAGER RECRUITMENT STUDY SESSION AGENDA
CITY HALL
March 30, 2018 — 12:00 p.m.**

Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website: www.cityoftalent.org.

The City Council of the City of Talent will meet in a Study Session at 12:00 p.m. on Friday, March 30, 2018, in City Hall, 110 E. Main Street. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

CITY MANAGER RECRUITMENT STUDY SESSION — 12:00 p.m.

- 1. Call to Order/Roll Call**
- 2. Developing Human Resources Scope**
 - 2.1 Proposed Scope of HR Consultant from RVCOG 2-3**
- 3. Discuss Agenda Items for the Next Meeting**
- 4. Adjournment**

The City of Talent is an Equal Opportunity Provider

Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) in advance of each meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.



City Council Study Session Agenda Report

Meeting Date:	March 30, 2018	Primary Staff Contact:	Ryan Martin
Department:	Administration	E-Mail:	rmartin@cityoftalent.org
Staff Recommendation:	Approval	Estimated Time:	45 Minutes

ISSUE BEFORE THE COUNCIL

Scope of Work for HR Consultant

BACKGROUND

After speaking with Ann Marie at Rogue Valley Council of Governments (RVCOG), she sent a sample scope of work for the city manager recruitment process. All the services may not be necessary, so now it would be useful to go through the proposed scope and choose the services that would be beneficial to Talent's recruitment process.

ATTACHMENT

Proposed scope of work from RVCOG

City of Talent

City Manager Recruitment – Project Scope

Phase 1 – Estimated time to complete: 2 weeks

- Complete review and update of position job description
- Review job application to ensure current requirements are met
- Determine where to advertise job opening
- Determine position salary range
- Determine closing date for applications
- Determine who will receive application packets
- Create job announcement
- Post job opening in determined locations

Phase 2 – Estimated completion: by application closing date

- Develop screening profile (desired skills/experience and rating scale) and process (written questions, phone interviews, series of in-person interviews, etc.)
- Receive applicant packets and send acknowledgements
- Apply Veterans' Preference points as applicable

Phase 3 – Estimated time to complete: 1 to 2 weeks

- Review and rate applications using screening profile (developed in Phase 2)
- Select candidates to move to next step in process (determined in Phase 2)

Phase 4 – Estimated time to complete: 2 to 3 weeks

- Schedule and perform interviews
- Notify applicants not chosen for interview
- Schedule and perform second-round interviews, if necessary

Phase 5 – Estimated time to complete: 1 to 2 weeks

- Select top candidate(s)
- Conduct background (if necessary) and reference checks
- Determine top applicant and make employment offer
- Complete negotiations and agree on a start date
- Notify interviewees who were not chosen