Discussion / Direction on the recruitment process for Municipal Administrator





Memo

City & Borough of Sitka - Human Resources

Sitka From: Mark Danielson, Human Resources Director WWW RE: Administrator hire process and proposed schedule - Mr. Gorman resignation effective June 15, 2017 1. Advertise - All ads placed by 01/02/17 through 02/15/17 - Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. – HR. January 2, 2017 through February 15 2107 2. Receive Applications through 02/15/17 – HR February 15, 2017 a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city HR February 15, 2017 3. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly Mid Feb to Feb 28, 2017 a. Process for candidate review (Full Assembly or Committee?) Mid Feb to Feb 28, 2017 b. Request writing samples from finalists. – HR Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) F. f. Skype interviews? 03/01 – 03/15, 2017 - Assembly Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR HR h. Reference checks – report on reference checks. Notify applicants not selected for interview	-								
Sitka From: Mark Danielson, Human Resources Director Jume 7. RE: Administrator hire process and proposed schedule - Mr. Gorman resignation effective June 15, 2017 1. Advertise - All ads placed by 01/02/17 through 02/15/17 - Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. – HR. January 2, 2017 through February 12 2107 2. Receive Applications through 02/15/17. – HR. February 15, 2017 a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city HR February 15, 2017 3. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly Mid Feb to Feb 28, 2017 a. Process for candidate review (Full Assembly or Committee?) Mid Feb to Feb 28, 2017 b. Request writing samples from finalists. – HR Mid Feb to Feb 28, 2017 c. Interview Questions – Samples to Assembly from HR Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) March 1 – Mid Marcl 2017 f. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid Marcl 2017 f. Skype interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017	Da	te:	Wednesday, December 07, 2016						
 Administrator nine process and proposed screedule - Min. Communesignation encoder June 15, 2017 Advertise - All ads placed by 01/02/17 through 02/15/17 - Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. – HR. Receive Applications through 02/15/17 – HR. Receive Applications through 02/15/17 – HR. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly Process for candidate review (Full Assembly or Committee?) Request writing samples from finalists. – HR Interview Questions – Samples to Assembly from HR Target date for start of interviews Process of selecting questions and general interview process to be determined. (Brief Work Session?) Skype interviews? 03/01 – 03/15, 2017 - Assembly Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR Neference checks – report on reference checks. Notify applicants not selected for interviews HR Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid Marcl 2017 Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 			Mark Gorman, Municipal Administrator, Mayor and Assembly of the City and Borough of Sitka						
 Administrator nine process and proposed scriedule - Mr. Comman resignation encoder June 15, 2017 Advertise - All ads placed by 01/02/17 through 02/15/17 - Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. – HR. Receive Applications through 02/15/17. – HR. Receive Applications through 02/15/17. – HR. Review Applications - Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly Request writing samples from finalists. – HR Interview Questions – Samples to Assembly from HR Target date for start of interviews Process of selecting questions and general interview process to be determined. (Brief Work Session?) Skype interviews? 03/01 – 03/15, 2017 - Assembly Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid Marcl 2017 Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 	Fro	om:	Mark Danielson, Human Resources Director						
Advertisement states that the Assembly will review applications to select interview candidates after 02/15/17. – HR. through February 15 2107 2. Receive Applications through 02/15/17. – HR. February 15, 2017 a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city. – HR February 15, 2017 3. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly Mid Feb to Feb 28, 2017 a. Process for candidate review (Full Assembly or Committee?) b. Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) February 15/2017 f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 g. Schedule candidates for Final interviews 04/01 – 04/15/2017 March 1 – Mid Marcl 2017 f. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid Marcl 2017 f. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017	RE:		Administrator file process and proposed schedule - Mr. Comfair resignation elective						
 a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city HR 3. Review Applications – Make a short list of applicants – 02/15/2017 to 02/28/2017 - Assembly a. Process for candidate review (Full Assembly or Committee?) b. Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? - Assembly 03/01 – 03/15/2017 5. Final Interview - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 	1.	Ad	vertisement states that the Assembly will review applications	through February 15,					
thank you for interest in our fair city. - HR 3. Review Applications – Make a short list of applicants – Mid Feb to Feb 28, 2017 a. Process for candidate review (Full Assembly or Committee?) b. Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid Marcl 2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017	2.	Re	ceive Applications through 02/15/17-HR	February 15, 2017					
02/15/2017 to 02/28/2017 - Assembly 2017 a. Process for candidate review (Full Assembly or Committee?) b. Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid March 2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017		a.							
 b. Request writing samples from finalists. – HR c. Interview Questions – Samples to Assembly from HR d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 	3.								
 c. Interview Questions – Samples to Assembly from HR d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 		a.	Process for candidate review (Full Assembly or Committee?)						
 d. Target date for start of interviews e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 		b.	Request writing samples from finalists. – HR						
 e. Process of selecting questions and general interview process to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 		C.	Interview Questions – Samples to Assembly from HR						
to be determined. (Brief Work Session?) f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017		d.	Target date for start of interviews						
 f. Skype interviews? 03/01 – 03/15, 2017 - Assembly g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 		e.	Process of selecting questions and general interview process						
 g. Schedule candidates for Final interviews 04/01 – 04/15/2017 – HR h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 			to be determined. (Brief Work Session?)						
 HR HR Reference checks – report on reference checks. Notify applicants not selected for interviews HR Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid March 2017 Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 		f.	Skype interviews? 03/01 - 03/15, 2017 - Assembly						
h. Reference checks – report on reference checks. Notify applicants not selected for interviews HR March 1 – Mid March 2017 4. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid March 2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017		g.	Schedule candidates for Final interviews 04/01 - 04/15/2017						
applicants not selected for interviews HR 4. Skype interviews? – Assembly 03/01 – 03/15/2017 March 1 – Mid March 2017 5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – 04/30/2017 - Assembly Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017			– HR						
5. Final Interviews - Interview visits by candidates to Sitka. 04/05 – Mid-April through April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017		h.							
04/30/2017 - Assembly April 30, 2017 6. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017 June 7-15, 2017	4.	Sk	ype interviews? – Assembly 03/01 – 03/15/2017	March 1 – Mid March, 2017					
Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date 06/07 – 06/15/2017	5.								
	6.	Mo co	June 7-15, 2017						



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

November 15, 2016

Dear Mayor Hunter and Members of the Assembly,

As indicated in an earlier correspondence, I intend to step down as your administrator after the completion of the 2017 budget development. To this end, I propose that my last day of service be June 15, 2017. If recruitment for my replacement has not been completed by that time and the Assembly desires me to remain for a period of time, I will be open to those discussions.

I have requested that Human Resources Director, Mark Danielson present you with a timeline and strategies for the administrator recruitment at the November 22, 2016 Assembly meeting.

It has been a privilege to work with the Assembly and to serve our community. I look forward to continuing these relationships in the months ahead.

Sincerely,

Mark Gorman Municipal Administrator

cc: Mark Danielson, Human Resources Director Brian Hanson, Municipal Attorney

Providing for today ... preparing for tomorrow

AML Salary Survey – 12 Largest Cities in Alaska – FY 2017

Ann	ual Salary	City	Title	POP.	
\$	132,953.00	Municipality of Anchorage	Municipal Manager	300,549	
\$	184,433.00	Mat-Su Borough	Borough Manager	98,063	
\$	112,403.00	Fairbanks Borough	Chief of Staff	97,972	
\$	165,006.00	City and Borough of Juneau	City Manager	33,026	
\$	110,344.00	City of Fairbanks	Chief of Staff	31,721	
\$	144,206.00	Ketchikan Gateway Borough	Manager	13,825	
\$	130,000.00	Kodiak Island Borough	Borough Manager	13,797	
\$	125,000.00	City and Borough of Sitka	Administrator	9,061	
\$	165,672.00	City of Kenai	City Manager	7,167	
\$	143,332.00	City of Kodiak	City Manager	6,329	
\$	130,000.00	City of Bethel	City Manager	6,241	
\$	123,510.00	City of Palmer	City Manager	6,053	
\$	138,904.00	Average Salary	\$66.78/hr		
\$	147,388.00	Mid-Point	\$70.85/hr		
7	147,500.00		\$70.037m		
\$	123,912.90	Average throwing out the high and low	\$59.57/hr		
\$	139,037.00	Mid-Point throwing out the high and low	\$66.84/hr		

Manager or Administrator

All employees are full time. This is an appointed position.

Municipality	Population	Specific Working Title	Job Match	# of Employees	Union or Nonunion		Lowest Wage	Average Wage	Wage	lote:
Municipality of Anchorage	300,549	Municipal Manager	More	1	Non	40	\$0.00	\$63.92	\$0.00	
Matanuska-Susitna Borough	98,063	Borough Manager	Same	1	Non	40	\$0.00	\$88.67	\$0.00	
Fairbanks North Star Borough	97,972	Chief of Staff	Same	1	Non	40	\$0.00	\$54.04	\$0.00	
City & Borough of Juneau	33,026	City Manager	More	1	Non	40	\$0.00	\$79.33	\$0.00	Determined by the Assembly
City of Fairbanks	31,721	Chief of Staff	Same	1	Non	40	\$0.00	\$53.05	\$0.00	
Ketchikan Gateway Borough	13,825	Manager	Same	1	Non	40	\$0.00	\$69.33	\$0.00	
Kodiak Island Borough	13,797	Borough Manager	More	1	Non	40	\$0.00	\$62.50	\$0.00	
City & Borough of Sitka	9,061	Administrator	Same	1	Non	40	\$0.00	\$60.10	\$0.00	
City of Kenai	7,167	City Manager	More	1	Non	40	\$0.00	\$79.65	\$0.00	Contract/Appointed
City of Kodiak	6,329	City Manager	Same	1	Non	40	\$0.00	\$68.91	\$0.00	Contract & employee
4			:					• •		
City of Bethel	6,241	City Manager	Same	1	Non	40-OT Ex.	\$0.00	\$62.50	\$0.00	
City of Palmer	6,053	City Manager	Same	1	Non	40	\$0.00	\$59.38	\$0.00	
City of Unalaska	4,689	City Manager	Same	1	Non	40	\$0.00	\$76.68	\$0.00	
City of Soldotna	4,311	Manager	Same	1	Non		\$0.00	\$0.00	\$0.00	\$139,390.00 per year
City of Valdez	4,032	Manager	More	1	Non	40	\$0.00	\$62.50	\$0.00	Exempt-appointed
City of Nome	3,721	City Manager	Same	1	Non	37.5	\$0.00	\$48.35	5 \$0.00	
Petersburg Borough	3,209	Borough Manager	Same	1	Non	40	\$0.00	\$55.93	\$ \$0.00	
City of Kotzebue	3,153	City Manager	Same	1	Non	40	\$0.00	\$72.1	\$0.00	i
Haines Borough	2,537	Borough Manager	Same	1	Non	40	\$0.00	\$46.5	7 \$0.00	
City of Dillingham	2,431	City Manager	Same	1	Non	40	\$0.00	\$129.6	3 \$0.00)
City & Daraugh of Wrangall	2 106	Rozouch Manager	Same	1	Non	40	\$0.00	\$53.4	\$0.00)