

Charter Officer Recruitment Plan

Presentation to the City Commission and Commissioners-Elect

November 15, 2022, updated January 5, 2023

Background

- By mid-January, 5 Charter Officers are serving in an interim capacity
 - City Attorney (interim for 1 year, 2 months)
 - City Manager (interim for 1 year, 1 month)
 - Equity & Inclusion Director (interim for 1 year, 4 months)
 - General Manager of the Utility (interim for 11 months)
 - City Auditor will be interim beginning 1/16/23
- Commission has requested recruitment plan that addresses vacancies and allows incoming commissioners to participate in the selection process
- 9/1/22 – Commission requested recruitment plan with search firm recommendations for each Charter Officer position

Individual Recruitment Plans

- Each recruitment plan will include the following:
 - Discussion with Commission regarding desired requirements for each candidate
 - Advertisement of position (30 days recommended)
 - Commission selection of top candidates
 - Interview process to include:
 - 1:1 meetings with each commissioner
 - Joint interview with city commission
 - Public reception

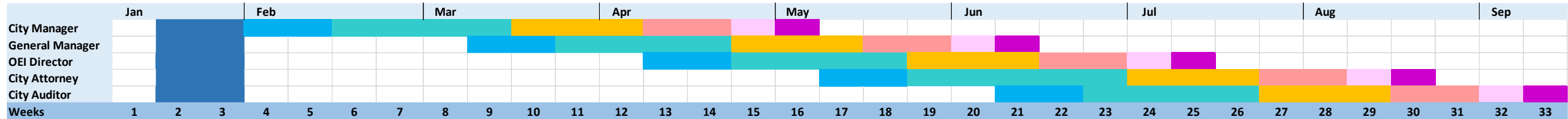
Executive Search Firm Selection

- The City of Gainesville has the following executive search firms on retainer:
 - Bakertilly
 - CPS HR Consulting
 - GovHR USA
 - MGT Consulting Group

Charter Officer Position	Recommended Search Firm
City Attorney	GovHR USA
City Auditor	GovHR USA
City Manager	Baker Tilly
Director, Equity & Inclusion	GovHR USA
General Manager of the Utility	Baker Tilly

**Do not recommend CPS HR Consulting – no Florida experience*

Charter Officer Recruitment Timeline



Timeline	Activities
Week 1	The commission reviews the timeline and approves the position description.
Week 2-3	A search firm meets with the commission to develop a candidate profile.
Week 4-8	The search firm performs all recruiting activities and conducts preliminary interviews.
Week 9-10	The search firm submits a list of qualified candidates to the commission.
Week 11-13	Commission selects and interviews selected candidates. The public meets the candidates.
Week 14	Commission selects new Charter Officer and starts job offer and negotiation process.
Week 15	Commission approves employment agreement.

**Timeline subject to change based on engagement with firm, job description approval, scheduling issues, and consideration of holidays*

Recommendation

ACTIVITY	CHARTER OFFICER POSITION	TIMEFRAME	SEARCH FIRM
Review timeline and finalize job descriptions	City Attorney, City Auditor, City Manager, Director of Equity & Inclusion, General Manager	1/6/23 – 1/26/23	N/A
Recruitment of Charter Officer Position	City Manager	1/26/23 – 5/4/23	Baker Tilly
	General Manager	3/9/23 – 6/15/23	Baker Tilly
	Director of Equity & Inclusion	4/6/23 – 7/14/23	GovHR USA
	City Attorney	5/5/23 – 8/17/23	GovHR USA
	City Auditor	6/8/23 – 9/21/23	GovHR USA

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