



TO: Mayor Shaun Sipma

Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: July 29, 2019

SUBJECT: Recruitment Services and Title Revision for Economic Development Administrator

Position

I. RECOMMENDED ACTION

1. Recommend to approve the title revision, and using the services of Baker Tilly Virchow Krause, LLP (Baker Tilly), for the recruitment of the Economic Development Administrator position; and further, authorize the Mayor to sign the contract on the City's behalf.

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director

857-4753

III. DESCRIPTION

A. Background

The Human Resource Department has been unsuccessful in hiring for the position of Economic Development Specialist which has been advertised since mid-April. The Human Resource Department had received information from seven (7) individuals for the position; however, all applicants lacked the required background or experience for the position. As such, the Human Resource Director would like to utilize the recruitment services of an outside firm to assist in this process. Professional recruitment organizations have a wider reach in finding qualified applicants for government and professional positions, and will have better capability of finding the best candidate to fill the position.

To initiate the process the Human Resource Department contacted eight (8) recruitment agencies for proposal of recruitment services. Only two (2) of the contacted firms provided a full proposal or quote to this request; those agencies were Baker Tilly Virchow Krause, LLP (Baker Tilly) and Intrinsic Workforce Recruiters. The remaining six (6) agencies either declined, or did not respond to the Department's request. Of the two (2) responses, Baker Tilly Virchow Krause, LLP was the only agency to provide a full overview of their process and scope for the project.

Proposed Project

Recruitment of the position will take approximately 14 weeks to complete. Baker Tilly has proposed an all-inclusive professional fee of \$26,500 which includes consultant travel, advertisement, recruitment materials and fees associated with the process. They have also

recommended we revise the job title from Economic Development Specialist to Economic Development Administrator to better assist in the search process. If a qualified candidate is not chosen from the initial search, Baker Tilly will repeat the sourcing and screening for no additional cost. They will also provide a 24 month guarantee of applicant against termination or resignation for any reason; this replacement recruitment would be repeated with no additional professional fee, but would include projected related expenses. Sourcing for this position will begin immediately following the approval of the contract by City Council and as outlined in the proposal provided.

IV. IMPACT:

- a. Strategic Impact:
A professional recruitment firm’s broader reach in the employment market could potentially lead to locating a dynamic, qualified individual to fill this important position.

- B. Service/Delivery Impact:
A professional recruitment firm has more resources available to efficiently and effectively complete the process in a timely manner.

- C. Fiscal Impact:
Funds for the professional service fee will come from salary and benefit savings of the currently vacant position approved in the 2019 Budget.

Project Funding
001-3500-419.03-22

V. ALTERNATIVES

The Human Resource Department can continue to source the position utilizing their limited means and capability.

VI. TIME CONSTRAINTS

Economic development has been identified as an important task for the Community Development Department. Any added time in sourcing this position will place further set-backs on progress the City of Minot achieves in this area.

VII. LIST OF ATTACHMENTS

Baker Tilly Recruitment Proposal