



CITY OF WASHINGTON, ILLINOIS
Finance & Personnel Committee Communication

Meeting Date: July 20, 2021

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Human Resource Specialist and Executive Administrative Assistant Position Updates

Explanation: The City Council approved the addition of the HR Specialist and Executive Administrative Assistant in the 2020/2021 Budget. Due to COVID-19 and concerns with the impact on the City's revenue, new hires have been put on hold for 90 days.

HR Specialist: The City received over 30 applicants for the part-time HR Specialist position. The resumes and cover letters were reviewed and the field narrowed to 8 finalists. A Job Summary and Pre-Interview Questionnaire was sent to these candidates with a deadline to return to the City Administrator by Monday, July 20th. These will be reviewed and interviews scheduled for July 23-24th. Staff would request that this position be released from the temporary hiring freeze.

Executive Administrative Assistant: This position is currently being advertised on Indeed and the City's website with information posted on Facebook and Twitter. As of Friday, there have been over 30 applicants. Staff will review cover letters and resumes the week of July 20th with interviews scheduled the week of July 27th. Staff would request that this position be released from the temporary hiring freeze.

Fiscal Impact: The General Fund has \$74,600 budgeted for these positions. Because of the delay in hiring it is anticipated that a maximum of \$64,600 would be spent in FY 2020/2021.

Recommendation/

Committee Discussion Summary: The City Administrator presented a request for additional staffing during the FY 2020/2021 Budget process and the positions were included in the approved budget. Job Descriptions have been developed and approved by the Finance & Personnel Committee and the City Council. The COVID-19 Response Plan included a temporary moratorium on hiring which is approaching the timeframe approved in the plan for ending.

Direction Requested: A recommendation to the City Council that these positions be released from the hiring freeze and allow the City Administrator to hire the additional staff during the month of August.

Additional Documentation: None.