

DATE: October 29, 2015
TO: Board of Selectmen
FROM: John Senchyshyn, Asst. Town Administrator/HR Director
RE: **Executive IT Director Search**

I have been asked to comment on a hiring plan for the Executive IT Director recommended in McGladrey Report, which was presented to the Selectmen on October 26, 2015. Following is the progress to date and immediate plans for proceeding with this recruitment.

Job Description

We have reached out to Craig Finley and asked him to provide the core essential functions and skill set required for the position recommended in his report. We have also reached out to our other consultant, Mike McCann and asked him to review the essential functions once the initial draft job description is prepared.

Wages

The McGladrey Report recommended a salary of \$100,000 to \$125,000. The Town currently has a pay grade on the non-union scale of N-13. The range of the grade is \$91,592 to \$119,843. With the anticipated FY 17 COLA, the maximum will increase to \$122,240 effective July 1, 2016. The N-13 would compensate the Executive IT Director at the same grade level as the Fire Chief, Finance Director/Town Accountant and Assistant Town Administrator/HR Director.

Personnel Board

The Personnel Board is meeting on November 18, 2015. I plan to have the draft job description prepared for presentation at that meeting. If the Board is satisfied with the draft and proposed wages, a funding recommendation could be made to the Finance Committee at the same meeting.

Timing

If the position is approved by the Personnel Board and funded by the Finance Committee for the current fiscal year, a search could begin by December 1st. I will rely heavily on Craig Finley and Mike McCann, as well as any other recommendations that may be submitted, on where to most appropriately search for candidates with the desired background and skill set. Given the technical expertise required for the position, the Town may want to consider the services of a search firm to expedite the hiring.

Funding

An optimistic forecast would be to have a candidate on board by February 1, 2016. An aggressive hire date would necessitate a request to the Finance Committee of approximately \$50,000 in additional salary for FY 16.

Cc: Personnel Board
Finance Committee