



General Manager Hiring Process – Resolution #4909 August 26, 2003

WHEREAS, the Board of Water Commissioners of the City of Saint Paul did adopt Resolution No. 4828 which established the minimum requirements for the position of General Manager of Saint Paul Regional Water Services ("General Manager") and which did also establish the procedure by which future General Managers will be selected, and upon review, now desires to revise said requirements and procedure: and

WHEREAS, upon the current incumbent vacating the position, the General Manager of the Saint Paul Regional Water Services (SPRWS) will become an unclassified position appointed by the Board of Water Commissioners and, consequently, serving at the will and pleasure of the Board; and

WHEREAS, the Board desires to create a process for selection and removal of future General Managers; and

WHEREAS, the Board desires that the selection process be based on the relative competence of candidates for the position, free from arbitrary action, political coercion or discrimination; and

WHEREAS, the Board desires that there be established minimum qualifications for the position in order for aspiring current SPRWS employees to make personal development plans; and

WHEREAS, the Board desires that there be a set reasonable term of employment established so that the selected General Manager may know the time frame in which to meet the expectations of the Board and accomplish the Board's goals and objectives; and

WHEREAS, the Board would like to establish a process whereby a General Manager would serve a probationary period and would be subject to removal for good cause during the term; and

WHEREAS, the Board would like a process for reconfirmation of an incumbent and removal of an incumbent upon expiration of an incumbent's term; now, therefore, be it

RESOLVED, that the Board of Water Commissioners hereby establishes the following desired minimum qualifications for candidates for vacancies in the position of General Manager of the Saint Paul Regional Water Services:

"A successful candidate for the position of General Manager of the Saint Paul Regional Water Services will have, at least a Bachelor's degree in Engineering, the Biological Sciences, Public Administration, Business Administration, Water Resources, Environmental Management, or a closely related field, and at least seven (7) years of responsible professional supervisory and administrative experience in a public utility or related business enterprise. An advanced degree in a closely related field may be substituted for two (2) years of experience.";

and, be it



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FURTHER RESOLVED, that upon notification of a vacancy in the position of General Manager of the Saint Paul Regional Water Services, the Board of Water Commissioners of the City of Saint Paul shall ask the Human Resources Director of the City of Saint Paul to recommend a recruitment and selection process to be followed by an examining committee and implement said process upon approval by the Board; and, be it

FURTHER RESOLVED, that the Board of Water Commissioners shall establish by motion a set of job expectations for the General Manager position to be included in the recruitment and selection process; and, be it

FURTHER RESOLVED, that the Board of Water Commissioners shall establish by motion an examining committee and the membership of the committee; and, be it

FURTHER RESOLVED, that the examining committee shall review and evaluate the qualified applications, conduct interviews of the top ranked candidates, and forward to the Board of Water Commissioners no more than the top three (3) internal Saint Paul Regional Water Services employees and the top three (3) external candidates; and, be it

FURTHER RESOLVED, that the Board of Water Commissioners shall provide for the payment of reasonable and necessary expenses of the examining committee. Staff help for the examining committee will be provided through the Human Resources Director of the City of Saint Paul; and, be it

FURTHER RESOLVED, that upon receiving the six (6) names from the examining committee, the Board of Water Commissioners shall interview and select a candidate for appointment. Appointment shall be made by a majority vote of the Board; and, be it

FURTHER RESOLVED, that the term of the General Manager of the Saint Paul Regional Water Services shall be five (5) years and until a successor is appointed. The first year of a General Manager's term shall be considered a probationary period. During said first year, the General Manager may be removed by a majority vote of the Board of Water Commissioners. Within the first three (3) months of a General Manager's term, the Board of Water Commissioners, with the input of the General Manager, shall establish a set of performance expectations of the General Manager for the duration of said term. After the first year, the General Manager may be removed, for cause, following a hearing before the Board and a vote for removal by a majority of the Board members. During the hearing, the incumbent may be suspended with or without pay by the Board; and, be it

FURTHER RESOLVED, that the General Manager shall continue in office for the term of five (5) years from the expiration of the respective prior term and each subsequent term subject to reconfirmation by the Board. The General Manager shall continue in office until action on reconfirmation has been taken by the Board. Failure of the Board to reconfirm shall result in the position being declared vacant. Additionally, the Board may, not more than ninety (90) days nor less than sixty (60) days before the end of a specific term, determine to terminate an incumbent on the expiration date of that specific term. In that event and in any other case when a vacancy occurs, the Board shall appoint an acting person and



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the committee herein provided for shall forthwith arrange for an examination to determine eligibles to fill the vacancy; and, be it

FURTHER RESOLVED, that this selection and removal process shall become effective on the date when the current General Manager of the Saint Paul Regional Water Services gives notice of his/her intent to vacate the position; and be it,

FINALLY RESOLVED. that this resolution shall hereby replace Board of Water Commissioners Resolution No. 4828 in its entirety. This resolution replaces Resolution No. 4828 in its entirety.