

Agenda Item: 2.e

Meeting Date: December 4, 2018

MEMORANDUM

To: City Commission

Date: 2018-11-21

From: Theresa Smalling, Director of HR & Risk Management

Subject: STARRED ITEM: City Clerk Search - Discussion of Candidate Profile, Reference/Background Checks; review updated job description

Presenter(s): Jennifer K. Bramley, Theresa E. Smalling

Recommend:

1. Staff recommends to place this item on the agenda.
2. Staff recommends approval of the updated job description and requests further direction from the City Commission.

Epic Goal(s): Enhance community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: N/A

Past Action: The selection of Mr. Srinivasa was discussed at the Commission Work Session on November 6, 2018.

Next Action: At Commission direction, City Attorney to proceed with negotiating an employment agreement with Mr. Srinivasa

Attachments: [A. Reference Comments - Chan Srinivasa.pdf](#), [Exhibit B Omnia Profile - Chan Srinivasa.pdf](#), [C. City Clerk Revised 11-26-18.pdf](#),

Background:

At the November 6th Commission Work Session, the Commission directed Staff to: 1) move forward with the Omnia Profile assessment, 2) Conduct references/background checks, and 3) Update the current job description to more effectively leverage Mr. Srinivasa's current experience and skillset.

The references check (Exhibit A) and a background screen were conducted by S. Narloch & Associates, the Consultant assisting with the City Clerk Search. Mr. Srinivasa also completed his Omnia profile (Exhibit B), and the updated job description (Exhibit C) is also attached. Staff requests Commission review and discussion of the attached information to determine next steps.