



## **Preliminary Screening Committee for the position of**

### **Comptroller**

### **City of Newton**

**Monday, October 4, 2021**

**The Preliminary Screening Committee for the position of Comptroller will hold this meeting as a virtual meeting on Monday, October 4, 2021, at 12:00 p.m. To view this meeting using ZOOM use this link:**

**<https://us02web.zoom.us/j/88577070125>**

**or call 1-646-558-8656 and use the following meeting ID: 885 7707 0125**

### **AGENDA**

1. Welcome by President Susan Albright
2. Introduction of Committee Members to Human Resources and other support staff
3. Human Resources Director Michelle Pizzi O'Brien briefs the Committee on the general hiring process:
  - a. Process as outlined by President Albright.
  - b. Open Meeting Law and how it applies in this hiring process.
  - c. Process to review and update position description and salary range.
  - d. Discuss posting process.
4. Schedule next meeting date.
5. Adjourn

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



September 22, 2021

Dear colleagues,

As you may be aware, Susan Dzikowski, notified me and Finance Committee Chair Rebecca Walker Grossman that she was intending on retiring in January of 2022. Since that time, Ms. Dzikowski formalized her notice of retirement, to be effective on January 7, 2021.

Ms. Dzikowski serves the City and the City Council in the position of Comptroller. According to Section 2-7 of the Newton City Charter, this position is appointed by the City Council. This position is one of the two positions appointed by the City Council; the City Clerk/Clerk of the Council (one which we all worked together recently to fill) and the position of Comptroller. Having learned a lot about the importance of a professional the hiring process, I am recommending we follow a similar path to now fill the role of the Comptroller, in anticipation of Ms. Dzikowski's retirement in January.

I have discussed this process with both Michelle Pizzi O'Brien, our Director of Human Resources and Councilor Grossman, Chair of the Finance Committee. Ms. Pizzi. O'Brien and her team are beginning the preliminary stages of reviewing the existing position description, compensation models and process to fill this important position.

In order to fill this position, I will be implementing a hiring process, coordinated with the assistance of our Human Resources Department, that will include the following steps:

1. Finance Chair Becky Grossman and I will work with the Human Resources Director to finalize an updated position description and to identify a competitive and appropriate range in which to post the position. Additionally, we will work to develop a recruitment strategy that will encourage internal applicants but also cast a wide recruitment net in order to seek out experienced candidates throughout the Commonwealth. We will also contemplate the prospect of coordinating with a professional recruiter with experience in recruiting for municipal finance positions. At this time, Ms. Pizzi O'Brien has recommended making the vacancy notice available through the HR Department's Recruitment website, with the Massachusetts Municipal Association, the Massachusetts Municipal Auditors' and Accountants Association and the International City/County Management Association (ICMA).
2. Upon closing the recruitment period, the Human Resources Director will support the "Preliminary Screening Committee" who will be responsible for screening preliminary candidates through a professional interview process. This committee must operate in accordance with the *Open Meeting Law*. As you know, our Human Resources Director has experience with managing an interview process in accordance with this law and will use the executive session option when

appropriate to maintain confidentiality when possible, for candidates seeking consideration.

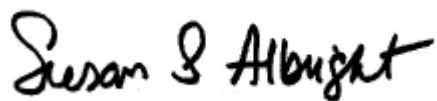
3. The Preliminary Screening Committee will recommend no less than two but no more than five candidates to the Finance Committee. Considering the complex, financial and analytical work of the Comptroller, the Preliminary Screening Committee may also use the assistance of subject matter experts to assist in interviews and other work of the committee, at their decision and discretion (note however that any subject matter experts that may be asked to participate by the Preliminary Screening Committee, will not have a vote in the Committee).
4. The Human Resources Department will then manage the preliminary background check process of any candidates being recommended for consideration by the Finance Committee.
5. The Finance Committee will conduct final, open session interviews of the recommended finalists. Upon completing those interviews, the Finance committee will recommend a finalist and compensation to the full City Council for consideration and appointment and will vote on the recommended candidate and compensation.

I have identified the following members of the council to serve on the preliminary screening committee; I've attempted to balance longevity on the Council, work experience, and gender:

- Susan Albright
- Becky Grossman
- Chris Markiewicz
- Pamela Wright
- John Oliver

This committee will have challenging work, as will the Finance Committee, and I look forward to the experience and expertise they will bring as we go about the interview and selection process. I will continue to update you all as needed and look forward to presenting you with a suitable candidate for consideration in the coming months.

Sincerely,



Susan Albright