

# VILLAGE OF MANSFIELD

Hiring Committee – 7/13/22, 6:30pm at Village Building, 101 E State | *Meeting called to order by Lucas Gilbert*

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## In Attendance

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Present: Lucas Gilbert, Andy Stiger, Jessica Bartley

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## Items of Business

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### **DISCUSS OFFERING PART TIME, AS NEEDED HUMAN RESOURCES POSITION**

All members like the idea of having an HR person on staff. Gilbert said \$4500 had been put into the budget for a year and he liked paying \$100/month to start which is a guaranteed \$1200/year position. He suggested \$21-23/hour depending on experience. Stiger was unsure how hours would be tracked. There was talk of how to clock in/out using existing time clock. Gilbert said at the start the position would have a lot of hours to get everything in order. He wants to see the Employee Handbook rewritten. He sees this position sitting in on interviews and bringing suggestions back to the hiring committee if hiring for new staff.

There was discussion on experience needed, having a college background in Human Resources and certificates earned in the field. This person would have to keep up on changing laws in the topic. Gilbert suggested putting an ad on social media and on the Village website to keep costs down from newspaper. Bartley discussed using Indeed as a tool to get qualified candidates. Stiger said job description should list having to update job descriptions for other positions, approving full time staff paid leave but not necessarily approving time cards. Gilbert will get items to Clerk to advertise. Gilbert said this position could not go over 150 hours a year or 12 hours a month to stay within the budget allowed. He suggested advertising for about 3 weeks to see how many candidates the committee had. Stiger said advertise in the month of August.

They set up a meeting for August 24 at 6:30pm to go over applications received and make a decision on advertising more or going ahead with interviews. Stiger would like to see someone hired by January 1.

### **AUDIENCE COMMENTS**

None

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## Adjourn

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**ACTION: Stiger moved, Bartley seconded to adjourn the meeting. Roll call: ALL YES. Motion carried 3-0. Meeting adjourned.**