

MEMO

Date: December 20, 2024

To: Duane D'Andrea, Human Resources Director
City of Delray Beach, Florida

From: Pamela J. Wideman, Senior Manager

Re: City of Delray Beach, FL – Internal Auditor Recruitment Plan

This memo outlines a proposed recruitment plan and schedule for the Internal Auditor Recruitment for the City of Delray Beach, FL.

Job Posting and Outreach

We recommend placing ads and job postings in the following publications and websites. This will allow us to recruit from a broad base of national candidates, as well as target qualified candidates in other targeted areas.

The consultant will place the following ads:

- International City/County Management Association (ICMA) – \$225
- National Forum for Black Public Administrators (NFBPA) – (cost \$400)
- Association of Local Government Auditors (\$TBD)
- Institute of Internal Auditors – Florida and Georgia Chapters (\$TBD)
- Florida League of Municipalities (cost \$125 for members, \$200 for non-members)
- Engaging Local Government Leaders (ELGL) – the City will place
- League of Women in Government – online and social media (cost \$175)
- LinkedIn Job Post (\$475)
- MPA alumni associations – no cost

Specifically, we will target human resources professionals in cities and counties in the Southeast, including, Florida, Georgia, and Tennessee. We will post the information on our website at jobs.crelate.com. We will ask your staff to add a link from your website to ours so that applicants are directed to the right place.

We will also place information on our LinkedIn, Facebook, and Twitter pages to attract more applicants. The City of Delray Beach can also share this information on the City's Facebook, LinkedIn, and Threads pages. If any additional names or cities/counties to contact are suggested to us, we will follow up directly with those individuals.

Our proposed recruitment schedule is as follows:

Proposed Schedule	
December 4 and 5, 2024	<ul style="list-style-type: none">Hold Discovery Meetings with City Commission members
December 16, 2024	<ul style="list-style-type: none">Submit draft recruitment plan, first-year goals and recruitment profile to the Human Resources Director, for review.
December 30, 2024	<ul style="list-style-type: none">Finalize recruitment plan and brochure text and post brochure on consultant website. The link will also be provided to the City for posting through their social media outlets.
December 30, 2024	<ul style="list-style-type: none">Consultant will begin placing ads/job postings and targeted outreach
February 14, 2025	<ul style="list-style-type: none">First review of applicantsOpen until filled
March 3, 2025	<ul style="list-style-type: none">Candidate review meeting with the Commissioners and HR Director (virtual)
March 3, 2025	<ul style="list-style-type: none">Release all but top finalists
March 11, 2025	<ul style="list-style-type: none">Virtual interviews with semi-finalists (panel to be determined by the Commissioners and HR Director)
March 25, 2025	<ul style="list-style-type: none">Finalist interviews (in-person) (panelist to be determined by the Commissioners and HR Director)Reference check for finalist.

Proposed Interview Process

Virtual Semi-Finalist Interviews

The first round of interviews will be with the semi-finalists (four or five candidates) and may include the following activities:

- Panel interviews with the Commissioners and HR Director. (TBD)
- Questions, presentation, and exercises are TBD and will be prepared in advance.

Finalist Interviews

The top two to three finalists will come for in-person interviews. Potential activities will include:

- Interviews with Commissioners, HR Director, and Department Heads (TBD) In-Person.

Candidate Travel Reimbursement

The City of Delray Beach will reimburse travel expenses for the candidates who are interviewed. This includes transportation, meals, and lodging. The City of Delray Beach will determine who is offered the position and the terms of the offer.

Confidentiality and Public Information

No information will be released publicly before the City of Delray Beach and the final candidates mutually agree to the date and time of the release of any such information.

Point of Contact and Communication with Applicants and Prospects

If anyone on the staff is contacted about the position, please direct them to Pamela Wideman at pwideman@raftelis.com. Pamela Wideman will be the primary point of contact for all candidates. Applications will only be accepted online at jobs.crelate.com.