



TOWN OF ARLINGTON

HUMAN RESOURCES DEPARTMENT

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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Adam Chapdelaine, Town Manager
Kathy Bodie, Superintendent of Schools

FROM: Caryn Malloy, Human Resource Director

RE: Proposed Chief Information Officer Recruitment and Hiring Process

DATE: February 4, 2021

For your consideration I have outlined a process with the goal of supporting the Town and the Arlington Public Schools in the recruitment and hiring of a highly skilled professional to serve as the Town's Chief Information Officer.

1. Job Posting and Resume Screening – In addition to the Town's website and indeed there are several additional sites we will seek to post to in the hopes of attracting a diverse applicant pool including : the Society of Information Management, Dice, Blacksintechology, the Minority Professional Network, the National association of Asian American Professionals, and the Association of Latino Professionals for America. In addition to myself, I would like to have the Deputy Town Manager Sandy Pooler and two designees of the Information and Technology Advisory Committee (ITAC) (Eric Helmuth and Steve Revilak) review resumes and rank candidates for interview. In an effort to mitigate unconscious bias, and is our practice, names and other personal information will be redacted prior to screening. Traditionally we like to have a large candidate pool for the first round of interviews.
2. First Round Selection Panel – I recommend Deputy Town Manager Sandy Pooler and Chief School Finance Officer Michael Mason. I would also serve on the committee in my capacity as Human Resource Director. The first round would be a shorter interview. We may or may not decide to do an assessment exercise for the first round depending on the number of candidates we invite in.
3. Second Round Selection Panel - Once the field has been narrowed, the second round would consist of an additional panel interview with two assessment exercises of greater complexity to further evaluate skills essential for the successful candidate. We plan to have an additional panel member with significant IT expertise for this part of the process.

4. Finalists - If the panel is satisfied after these two rounds that there is at least one qualified candidate to recommend to the Town Manager and Superintendent, I would then check candidate references and set up an appointing authority interview.
5. Appointment - If the Town Manager and Superintendent are in support of moving forward with one or more finalists for the position, and if those finalists are external candidates, I would like to arrange for a tour of the buildings and facilities to be led by members of the Information and Technology staff.
6. Summary – If all goes smoothly this process would result in the appointment of a candidate by late April 2021.

I look forward to working with you in this very important hiring process. Please do not hesitate to contact me should you have any questions.

cc: Deputy Town Manager Sandy Pooler
School CFO Michael Mason
School Director of HR, Rob Spiegel