



TOWN OF ARLINGTON HUMAN RESOURCES DEPARTMENT

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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Adam Chapdelaine, Town Manager

FROM: Caryn Malloy, Director of Human Resources

RE: Proposed Director of Inspectional Services Recruitment Process

DATE: August 5, 2021

For your consideration I have outlined a process for the recruitment of a Director of Inspectional Services to fill the vacancy left by Michael Byrne who retired in June of this year.

1. Job Posting and Resume Screening – The position description has been reviewed and updated; Deputy Town Manager for Operations (DTM) Jim Feeney and Director of Planning and Community Development Jennifer Raitt assisted in updating the position description. In addition to the Town's website and Indeed there are several additional sites we will seek to make contact with in hope of attracting a diverse applicant pool, including: Black Boston, Dream Collaborative, and Massachusetts Minority Contractors Association. Additionally, we will be contacting the Massachusetts Federation of Building Officials and the Executive Office of Public Safety and Inspections (they are the agency in charge of certifying building officials statewide) to circulate the job posting. Along with DTM Jim Feeney and I, we would like to ask a designee of the Zoning Board of Appeals to assist with the review of resumes. Consistent with our practice, in an effort to mitigate unconscious bias, 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 – In addition to myself and DTM Jim Feeney, we would like a designee of the Fire Department (for expertise fire prevention) and a designee of the Public Works Department (for expertise in storm water permitting) to be on the panel. 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 to participate.
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 the Director of Planning and Community Development participate in the second round interviews; DTM Jim Feeney and I will also be a part of the second round interview panel.

4. Finalists - If the panel is satisfied after these two rounds that there is at least one qualified candidate to recommend to you, I would then check candidate references and set up an appointing authority interview. This step may include interviews of up to 3 finalists.
5. Summary – If all goes as planned this process would result in the appointment of a candidate by the end of the calendar year.

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 – Operations Jim Feeney
Arlington Select Board