



CITY OF APPLETON

MEMORANDUM

Date: January 5, 2026
To: Chairperson Hartzheim; Members of the HR/IT Committee; Appleton Common Council Members
From: Human Resources Director, Jay Ratchman; Valley Transit General Manager, Ron McDonald
Subject: Valley Transit Recruitment Sourcing Coordinator

The Valley Transit Department, in partnership with the City Human Resources Department, are looking to create a part-time, non-benefit eligible, position titled Recruitment Sourcing Coordinator. This role is intended to strengthen recruitment efforts and support the continued delivery of safe, reliable, and uninterrupted public transit service.

Like many transit agencies nationwide, Valley Transit continues to face challenges in recruiting and retaining qualified candidates for safety-sensitive, operational, and technical positions—particularly transit drivers. Proactive and targeted recruitment strategies are essential to maintaining adequate staffing levels, minimizing service disruptions, and upholding public safety standards.

The proposed Recruitment Sourcing Coordinator position (up to 20 hours per week) would focus on developing and sustaining talent pipelines by identifying, engaging, and supporting qualified candidates throughout the hiring process. The role would work closely with department managers to enhance the candidate experience, expand outreach through job boards, social media, and community partnerships, and represent Valley Transit at job fairs and community events. In addition, the position would track key recruitment metrics—such as response rates—to promote continuous improvement and accountability.

Funding for this position is available within Valley Transit's existing budget for part-time positions. Establishing the position on a part-time, non-benefit eligible, basis represents a fiscally responsible approach while addressing a critical operational need. The role will also continue to support the department's commitment to equal employment opportunity.

For compensation, we will place this position in paygrade 5 of the non-represented employee pay plan. The hourly wage range for this position will be \$21.88-\$30.63/hour.

We are available to provide any additional information or clarification as needed.