



CITY OF WAUWATOSA

Human Resources Department

To: Common Council

From: Jim Archambo, City Administrator; Beth Mbow, HR Director

Date: September 25, 2025

Subject: Consideration of Confirmation of Appointment of Deyanira Nevarez to the position of City Clerk/Management Analyst

Issue:

Request to confirm the appointment of Deyanira Nevarez as City Clerk/Management Analyst

Wauwatosa ordinance 2.76.010 states that the City Administrator shall, after the necessary selection procedures (merit based) have been followed, submit recommendations to the Mayor and Common Council for appointees to various positions wherein the appointment authority is reserved by ordinance to the mayor with confirmation by the Common Council. This memorandum is intended to provide a description of the selection process and the recommended candidate's background and qualifications.

Background:

The position (description attached) was advertised to a wide variety of local, regional and national sources.

We received 60 applications in total, of which seven candidates stood out in terms of related experience, knowledge and abilities.

We conducted interviews on September 2, 2025, with key stakeholders as interview panelists: Deputy City Administrator Melissa Cantarero Weiss, Director of Municipal Services Zachary Kessler, Sr. Human Resources Generalist Katherine Etta, and Human Resources Generalist Aubrey Maciosek. An additional round of interviews was conducted on September 10, 2025.

The interviews focused on commitment to public service and related technical knowledge and experience related to the City's mission, communication and more.

We were very fortunate to have a very strong candidate pool with a group of candidates with diverse municipal experience and expertise. At the conclusion of the process, the decision was made that Deyanira Nevarez is the best candidate for the position.

Deyanira has most recently served as Court Administrator for the City of Beloit, leading daily operations of the municipal court to ensure efficiency and legal compliance. Her previous experience also includes being a Human Resources Assistant and Court Clerk, both for the City of Beloit, as well as a Legal Assistant/Paralegal for Dobberstein Law Firm in Brookfield. She holds a Bachelor's degree in Justice from Mount Mary University and a Master's degree in Public Administration from Northern Illinois University. Deyanira is a Notary Public and is bilingual in Spanish.

Ms. Nevarez brings strong and broad experience, leadership skills, knowledge, and a passion for public service to our Municipal Services team and Clerk's Office. Ms. Nevarez's resume will be emailed confidentially with further details of her qualifications.

Recommendation

In accordance with ordinance 2.76.10, it is the recommendation of the City Administrator to appoint Deyanira Nevarez as our next City Clerk. Staff has reviewed the process and selection with Mayor McBride who endorses this appointment. To finalize the process, the appointment is subject to Council confirmation.