

AGENDA: November 4, 2004

**TO:** Regional Transportation Commission  
**FROM:** Linda Wilshusen, Executive Director  
**RE:** Recruitment of SCCRTC Executive Director

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## RECOMMENDATIONS

The Budget & Administration/Personnel Committee recommends that the Regional Transportation Commission:

1. Appoint RTC Deputy Director Pat Dellin to serve as Interim Executive Director beginning December 13, 2004;
  2. Request that the County Administrative Officer immediately initiate the process to exempt the RTC Executive Director position from the County's civil service system;
  3. Request that the County Administrative Officer return to the January 2005 meeting of the Budget & Administration Committee with a recruitment plan;
  4. Request County Counsel and the County Administrative Officer to review and report back at this same meeting on options for having a contract or other agreement with the new Executive Director; and
  5. Designate the Budget & Administration/Personnel Committee to oversee the recruitment process, with final decisions to be made by the full RTC and with Commissioner Jan Beautz to serve as liaison between the Committee and the County.
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## BACKGROUND

The SCCRTC Executive Director submitted her resignation on September 3, 2004. I intend to conclude my work in the office by December 10, 2004, and retire from the County in April 2005.

The *Memorandum of Understanding* between the RTC & the County of Santa Cruz includes references to hiring and other actions pertaining to the position of Executive Director (Attachment 1). Staff has been consulting with the Commission Chair and County Administrative Officer (CAO) on designating an Interim Executive Director in December to carry through the recruitment period. Other matters are also under discussion including revisions to the Executive Director job specifications, and exemption of the position from civil service. The Budget & Administration Committee considered the CAO's memorandum (Attachment 2) at its October 22<sup>nd</sup> meeting.

## **DISCUSSION**

The Committee discussed these issues (see minutes elsewhere in this agenda) and unanimously approved the following recommendation to the RTC:

- Appoint RTC Deputy Director Pat Dellin to serve as Interim Executive Director beginning December 13, 2004;
- Request that the County Administrative Officer immediately initiate the process to exempt the RTC Executive Director position from the County's civil service system;
- Request that the County Administrative Officer return to the January 2005 meeting of the Budget & Administration Committee with a recruitment plan;
- Request County Counsel and the County Administrative Officer to review and report back at this same meeting on options for having a contract or other agreement between the new Executive Director; and
- Designate the Budget & Administration/Personnel Committee to oversee the recruitment process, with final decisions to be made by the full RTC and with Commissioner Jan Beautz to serve as liaison between the Committee and the County.

Staff would suggest that the Commission add a clarification that if an exemption from civil service is authorized, that it become effective with the appointment of a permanent Executive Director.

The CAO will be present at the RTC meeting for this item. The Committee also set a meeting for December 9<sup>th</sup> to review the second draft job specification for this position.

## **SUMMARY**

The County Administrative Officer, as appointing authority for the RTC Executive Director, provided the RTC's Budget & Administration/Personnel Committee with a summary of issues pertaining to recruitment and hiring of a new Executive Director. The Committee is making recommendations to the Commission regarding these issues.

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### Attachments:

1. Excerpt from Memorandum of Understanding between SCCRTC & County of Santa Cruz
2. Memo from CAO Susan Mauriello dated October 21, 2004

Prepared by Linda Wilshusen

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