

AGENDA: October 6, 2005

TO: Regional Transportation Commission
FROM: Pat Dellin, Acting Executive Director
REGARDING: RECRUITMENT FOR THE PERMANENT RTC EXECUTIVE DIRECTOR

RECOMMENDATION

The Budget and Administration/Personnel Committee and staff recommend that the RTC:

1. Approve joint recommendations from RTC staff and County staff on hiring a firm to assist the RTC in recruiting and hiring a permanent Executive Director; and
2. Authorize the Budget and Administration/Personnel Committee to oversee the recruitment and return to the RTC with a recommended timeline and process for the recruitment.

RTC staff, the County Administrative Officer and the County Personnel Director recommend that the RTC:

1. Approve the attached resolution (Attachment 1) authorizing the Executive Director to expend up to \$31,000 on recruitment costs and negotiate and sign a contract with John Shannon of CPS for recruitment services, contingent on approval of the scope of work, timeline and budget by the Budget and Administration/Personnel Committee; and
 2. Authorize the Budget and Administration/Personnel Committee to approve the scope of work, timeline and budget for these recruitment services.
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BACKGROUND

I was appointed as the Interim Executive Director by the RTC and the County Administrative Officer in November 2004, effective December 2004. At the RTC's September 1st meeting, I announced that I will be leaving the RTC in early spring 2006. The timing will allow the Commission time to recruit and hire a permanent Executive Director before my departure.

DISCUSSION

Earlier this year, the County Administrative Officer and the County Personnel Director presented the Budget and Administration/Personnel Committee with proposals from three firms to conduct the recruitment for a permanent Executive Director for the RTC. County staff also indicated that they would be available to perform the recruitment without the assistance of a recruitment firm, if that was the preference of the RTC. At that time, the Budget and Administration/Personnel

Committee decided to recommend to the RTC that it postpone consideration of starting the recruitment until January 2006. The RTC approved this timing.

In view of the subsequent announced departure of the Interim Executive Director in 2006, the Budget and Administration/Personnel Committee considered the options for recruitment of the permanent Executive Director at its September meeting (see separate agenda item on the minutes of that meeting for more information on the discussion). **The Budget and Administration/Personnel Committee decided to recommend to the RTC that the Budget and Administration/Personnel Committee oversee the recruitment and return to the RTC with a recommended timeline and process for the recruitment.**

The Budget and Administration/Personnel Committee also recommends use of a recruitment firm to assist the Commission and County Personnel in identifying the needs of the organization, seeking out qualified candidates, assessing those who apply, and hiring the RTC's selected candidate.

Subsequent to the September Budget and Administration/Personnel Committee meeting, RTC and County staff assessed the qualifications and availability of potential recruitment firms. **RTC and County staff jointly recommend that the RTC enter into a contract with CPS, with John Shannon as the lead, to conduct the recruitment.** Mr. Shannon has recent experience with a successful recruitment for our sister agency in Sacramento, the Sacramento Council of Governments (SACOG) as well as other public agencies. We feel that Mr. Shannon has a good grasp of the dynamics of our area and will greatly assist the RTC in this important search.

Due to the constrained timing, staff's recommendation was formulated just as the RTC packet was going to print. Therefore, a written scope of work and a cost proposal are not currently available for the RTC's review. **Staff recommends that the Budget and Administration/Personnel Committee be authorized to approve the scope of work, timeline and budget for these recruitment services as its next meeting, October 13th.**

Mr. Shannon indicated verbally that the range of the budget would be as follows:

Firm's fee - \$18,000 to \$21,000

Advertising and brochure expenses - \$6,000 to \$8,000

Candidate travel expenses – up to \$2,000

Therefore, the high estimate for the services and associated recruitment costs is \$31,000. The consultant will provide a written scope of work and proposed budget in time for inclusion in the agenda packet for the Budget and Administration/Personnel Committee's October 13th meeting. The Budget and Administration/Personnel Committee will also consider including funds for this expenditure in the amendment to the overall SCCRTC budget and work program at its October meeting.

In order to move the project along, **staff recommends that the RTC approve the attached resolution to expend up to \$31,000 and negotiate a contract for these services and associated costs, contingent on subsequent consideration and approval of the scope of work, timeline and budget by the Budget and Administration/Personnel Committee.** This

will allow the recruitment process to begin as soon as the Budget and Administration/Personnel Committee sees and agrees to the scope and budget for the recruitment firm.

SUMMARY

Due to the announced departure of the Interim Executive Director, it is necessary to perform the recruitment for a permanent RTC Executive Director. The Budget and Administration/Personnel Committee and County administration and personnel staff are working with RTC staff on a recruitment plan which includes hiring of a recruitment firm. Steps to begin contracting with the firm are indicated herein. The Budget and Administration/Personnel Committee also recommends that the RTC designate the Budget and Administration/Personnel Committee to oversee the recruitment process.

Attachment 1: Resolution