

AGENDA: October 20, 2005

TO: Regional Transportation Commission

FROM: Pat Dellin, Acting Executive Director

REGARDING: RECRUITMENT FOR THE PERMANENT RTC EXECUTIVE DIRECTOR

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## RECOMMENDATIONS

Staff recommends that the RTC:

1. Accept the attached timeline and scope of work from CPS Executive Search/CSAC Human Resources Advisory Services (Attachment 1) to assist the RTC in recruiting and hiring a permanent Executive Director; and
  2. Direct staff to include the recruitment on the agenda for the RTC's November 3<sup>rd</sup> meeting, focusing on discussion lead by John Shannon, the lead from CPS Executive Search, to confirm the strategy for the recruitment and to develop the profile of desired professional and personal qualities of the successful candidate.
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## BACKGROUND

At the October RTC meeting, the RTC approved Committee and staff recommendations 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;
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; and
3. Approve a resolution authorizing the Executive Director to expend up to \$31,000 on recruitment costs and to negotiate and sign a contract with John Shannon of CPS Executive Search for recruitment services, contingent on approval of the scope of work, timeline and budget by the Budget and Administration/Personnel Committee.

## DISCUSSION

SCCRTC and County staff have recommended that the Budget and Administration/Personnel Committee approve the proposal by CPS Executive Search to conduct the recruitment. As of the writing of this staff report, the Budget and Administration/Personnel Committee has not yet met. Staff will orally report at the TPW meeting if the Budget and Administration/Personnel Committee has any changes or additions to this recommendation. In the meantime, staff will assume that the Budget and Administration/Personnel Committee concurs with the staff recommendation.

## Recruitment Firm Proposal

The CPS team's proposal for the Executive Director recruitment is attached (Attachment 1). The proposal consists of a cover letter and four attachments. The cost proposal from January 2005 (Page 7 of Attachment A) has been confirmed. Adequate funds for this purpose were approved by the RTC at its last meeting and have been included in the proposed amendment to the RTC Budget which will come to the RTC in November.

## Recruitment Schedule

A draft Recruitment Schedule is included in Attachment C to Attachment 1. Staff has since spoken to Mr. Shannon and we propose the following more detailed schedule for Phase I – Develop Candidate Profile and Recruitment Strategy:

### **Late October**

- RTC and County staff meet with Mr. Shannon to discuss marketing strategies and other key issues for the recruitment

### **Wednesday, November 2<sup>nd</sup>**

- Mr. Shannon meets with the Budget and Administration/Personnel Committee to discuss all aspects of the recruitment, including the Phase I tasks of developing the candidate profile and confirming the recruitment strategy
- Mr. Shannon meets with the Interagency Technical Advisory Committee (or a subcommittee of the ITAC, at its choosing), and the RTC staff (or representatives of the staff, at their choosing) for these stakeholders to provide input on the recruitment strategy and the profile for the new Executive Director

### **Thursday, November 3<sup>rd</sup>**

- Mr. Shannon **meets with the full RTC at its regular meeting**, communicates the input from the Budget and Administration/Personnel Committee and stakeholders, and gains input from the RTC on the recruitment strategy and the profile for the new Executive Director

**Mr. Shannon will also be available by email and phone for input from individual Commissioners, if you so desire.**

### **Following week**

- Mr. Shannon works with the Budget and Administration/Personnel Committee at its regular meeting on November 10<sup>th</sup> to finalize the profile, which will be a key element to the brochure advertising the position.

## **SUMMARY**

The scope of work for recruitment services by CPS Executive Search is attached. A more detailed schedule of meetings to implement the first phase of the recruitment is proposed in this staff report. The proposal includes the RTC discussing the recruitment at its November 3<sup>rd</sup> meeting, guided by the recruitment firm.

Attachment 1: Proposal to Recruit SCCRTC Executive Director

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