



Approve Process for General Manager Recruitment

Organization, Personnel and Technology
Committee

Item 7-2

July 13, 2020

Recommended Recruitment Process

1. OP&T reviews executive search firm proposals with Human Resources (HR) Group Manager
 - OP&T committee forwards firms to Board with recommendation
2. Board reviews executive search firm proposals and OP&T committee recommendation
 - Board selects firm and instructs HR Group Manager to establish contact

Recommended Recruitment Process

3. OP&T committee works with executive search firm to:
 1. Update General Manager (GM) job description
 2. Survey Board on GM preferred qualities
 3. Receive input from the public and stakeholders on job description and qualities
 4. Develop an outreach plan

Recommended Recruitment Process

4. As position is posted for 30-60 days, Executive Committee works with executive search firm to:
 - Prepare interview questions
 - Screen candidates
 - Develop an interview process to ensure confidentiality
 - Develop a candidate pool for first round of interviews
 - Executive Committee will recommend 3 to 5 finalists to Board for interviews

Recommended Recruitment Process

5. A Special Board meeting will be scheduled for the Board of Directors to interview finalists and make selection of new GM by majority vote

Human Resources role

- Administer executive search firm contract
- Facilitate the process in collaboration with committee and Board
- Once selection of new GM has been made:
 - In partnership with executive search firm negotiate employment contract
 - Parameters to be provided by the Executive Committee and Board of Directors
 - Bring action item back to the Board

Board Options

- Option #1
 - Approve process for the General Manager Recruitment as described
- Option #2
 - Do not approve proposed process

Staff Recommendation

- Option #1

