



General Manager Recruitment Discussion

Organizational Personnel & Technology Committee
Item 6a
October 13, 2020

Agenda

- Review job description edits provided by Board members
 - **Receive additional edits**
- Review requests received for additional stakeholder engagement
 - **Finalize stakeholder engagement plan**
- Review GM recruitment schedule

Job Description

- High level description of expectations and responsibilities
- Updated draft job description has been provided to all Board members via e-mail
 - Human Resources edited for format and to conform with current requirements
 - Added an additional responsibility for Human Resources processes and policies, including diversity and inclusion
 - Received edits have been incorporated
 - Additional edits?



WILLIAM D. HAWKINS, FOUNDER/CEO
BRETT BYERS, EXECUTIVE VICE PRESIDENT
CHRISTINE BOULWARE, SENIOR CONSULTANT

Stakeholder Approach – Approved

- MWD Board of Directors – One on one virtual meetings
- Executive Leadership Team – One on one virtual meetings
- Collective Bargaining Groups – Virtual meeting
- Employee Resources Groups – Virtual meeting
- MWD Member Agency Leaders - One on one virtual meetings



Stakeholder Approach – Approved

- MWD Staff – Electronic Survey
- Community Organizations – Electronic Survey
- Environmental Groups – Electronic Survey
- Water Coalitions – Electronic Survey

Stakeholder Approach – Requests

- Employee Resources Groups – One on one virtual meetings (7)
- MWD Staff – Public virtual meeting
- Members of the Public – Public virtual meeting
 - Could include Community Organizations, Environmental Groups and Water Coalitions
 - In addition to a survey?
- Retail/Sub-agencies – Survey or virtual meeting

Recruitment Schedule

- Approve updated job description, brochure and outreach plan
 - **November or December Board**
- Advertise for 30 to 60 days
 - **May need to advertise longer based on holidays**
- Executive Committee work with Executive Search firm to prepare questions, develop an interview process
 - **November, December or January Executive Committee**

Recruitment Schedule

- Executive Committee work with Executive Search firm to screen candidates and develop candidate pool for first round of interviews
 - January, February or March Executive Committee
- Executive Committee interview candidates and recommend three to five finalists for Board interview
 - February, March or April Executive Committee
- Board interview final candidates
 - Special Board meeting to be scheduled

