



Legislation Text

File #: 22-759, **Version:** 1

Memorandum

Date: July 19, 2022

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administration Officer

Subject: Consideration of Update on HR's Recruitment Process for the Community Development Director position.

Executive Summary:

On Tuesday, July 12, 2022, Community Development Director Mary Darby submitted her resignation effective November 4, 2022. In light of the challenging efforts to recruit for Department Head/Senior-level management positions, Human Resources would like to review the steps staff will be taking to recruit for the Community Development Director.

The Community Development Director Recruitment process is outlined below:

- On Thursday, July 14, 2022 a continuous and promotional recruitment was opened by HR staff.
- The continuous and promotional recruitment will have a "first review" of applications on Tuesday, August 9, 2022.
- HR will advertise in the following groups: ICMA, Careers in Government, CSAC, MMANC, PRISM, NACO, LinkedIn, Handshake, Rip Recruiter, Facebook, and Instagram.

If after the first review of applications no qualified applicants are produced, HR will request a bid from the executive search firms, which include: Avery and Associates, ADK Consulting & Executive Search, Alliance Resource Consulting, Bob Murray and Associates, CPS HR, Mosaic Public Partners, Neher & Associates Executive Search & Recruiting, Peckham & McKenny, Ralph Andersen & Associates, Roberts Consulting Group.

For background purposes, the Human Resources Department (HR) recently completed a request for qualifications (RFQ) for recruitment firm services for the Public Health Officer (PHO), County Administrative Officer (CAO), and County Counsel attorney positions. Out of the 10 recruitment firms contacted for the RFQ, Human Resources only received two qualified responses for CAO recruitment and 1 for the PHO recruitment.

Staff will update the Board as requested

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- ☐ Well-being of Residents
- ☒ Economic Development
- ☐ Community Collaboration

- ☐ Public Safety
- ☐ Infrastructure
- ☒ Business Process Efficiency

- ☐ Disaster Prevention, Preparedness, Recovery
- ☒ County Workforce
- ☐ Clear Lake

Recommended Action: Direction to staff