



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:		DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...	GENERAL MANAGER ACTION REQ'D:		
DATE: 3/4/2024		3/6/2024	BOARD INITIATED ITEM: No		
Originator/Prepared by: Diane Iwata Dept: Benefits	General Counsel	Controller/Treasurer	District Secretary	BARC	
DocuSigned by: <i>Diane Iwata</i> B2B28E38D3F14F1...	DocuSigned by: <i>Amelia Sandoval</i> 2528C067C44147D...	DocuSigned by: <i>Shirley Gan</i> EE11C8CEEEA04FD...		DocuSigned by: <i>Pamela Herhold</i> 3BB24D65B8724F5...	
Signature/Date: 3/5/2024	3/5/2024 []	3/5/2024 []	[]	3/5/2024 []	

Recruitment and Relocation Assistance for Assistant General Manager, Administration

PURPOSE:

To obtain Board authorization for the General Manager to execute a national recruitment and relocation agreement, if necessary, to assist the District in the identification of qualified candidates both inside and outside of California for the position of Assistant General Manager, Administration.

DISCUSSION:

On March 11, 1993, the Board adopted Resolution 4487, which requires Board approval prior to any recruiting activity to employ a person who is not a current District employee for an annual salary of \$50,000 or more. The resolution also states that the District should confine its recruiting to the State of California, consistent with provisions of the law, and that no relocation or moving expenses would be offered to new employees without prior Board approval.

The Assistant General Manager, Administration position is critical to leading Human Resources, Labor Relations, and Procurement. As this will be a vital executive management position that requires specialized skills derived from unique managerial/technical experience and education, additional recruitment resources may be needed to support the recruitment and selection process.

By adopting this motion, the Board will authorize staff to use an executive search firm for this recruitment. The objective in using a search firm is to increase the candidate pool and

identify highly qualified applicants. In the recruitment work plan, every effort is made to locate qualified individuals in California and the San Francisco Bay Area in particular. However, recruitment will not be confined to California.

In addition, the ability to offer relocation assistance in the event that one or more successful candidates are not from the immediate area will enhance the District's competitive posture in this search. The Board's action will allow for the execution of a relocation assistance agreement within the parameters of current District practice as provided in Management Procedure 70. It does not allow for reimbursement for loss on the sale of a residence.

The Office of the General Counsel will approve any relocation assistance agreement as to form.

FISCAL IMPACT:

The cost for search firm fees (up to \$99,000, if needed) and any subsequent relocation cost (up to \$25,000, if needed) will come from the existing FY24 Operating Budget of the Office of Administration (Cost Center 0502420, Account 681300).

This action is not anticipated to have any Fiscal Impact on unprogrammed District reserves in the current Fiscal Year.

ALTERNATIVES:

Fill the position using in-house District recruitment resources. Recruiting for the position without use of an executive search firm and relocation assistance could limit the size and breadth of our candidate pool.

RECOMMENDATION:

Adopt the following motion:

MOTION:

That the General Manager or his designee is authorized to execute a national recruitment and relocation assistance agreement, if necessary, to assist the District in the identification of qualified candidates both inside and outside of California for the position of Assistant General Manager, Administration in conformance with established District procedures.