



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>17 July 2019</i> <i>[Signature]</i>		GENERAL MANAGER ACTION REQ'D:		
DATE: 7/10/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Gia Ilole Dept: Human Resources Administration	General Counsel <i>[Signature]</i>	Controller/Treasurer <i>[Signature]</i>	District Secretary	BARC <i>[Signature]</i>
Signature/Date: <i>[Signature]</i> 7/17/2019	7/17/19 []	7/17/19 []	[]	7-17-2019
Status: Approved		Date Created: 7/10/2019		

District Engineering Recruitment Sourcing Services

PURPOSE:

To obtain Board authorization to allow the General Manager to enter into an agreement with one or more agencies for the purpose of recruitment for specialized engineering positions.

DISCUSSION:

On March 11, 1993, the Board adopted Resolution 4487, requiring 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. Accordingly, staff has sought approval prior to engaging a third-party recruiter for any position.

Staff brought similar requests to the Board in May 2013 and July 2016. With continued need to fill specialized engineering and Project Management positions in a competitive labor market, especially with continuing Measure RR funded headcount, the District would like to continue to use specialized firms for the recruitment and processing of difficult to fill engineering positions. The District will ensure that the selected firms follow all Office of Civil Rights policies as established by the Federal Transit Administration.

The firm(s) selected will be procured in accordance with the District's policies and procedures. The sourcing firm(s) will be required to focus their efforts on individuals within California, specifically the San Francisco Bay Area. However, the recruitments will not be confined to California.

The Office of the General Counsel will approve any and all solicitation documents and agreements as to form.

FISCAL IMPACT:

The costs for the sourcing services are estimated not to exceed \$200,000; with a cost range of \$15,000 to \$25,000 for each successful placement. Funding for the recruitment sourcing services will come from the FY20 operating budget. Funding, if necessary, for subsequent years will be included in the proposed annual operating budget cycles, which is subject to Board approval.

FY20 & FY21	Amount	Cost Center	Account
Search Firm	\$100,000 approx, annually	0502420	681300

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

ALTERNATIVE:

Continue to identify candidates for these specialized technical positions using the District's in-house recruitment resources. This approach may delay filling key positions, which in turn may delay project completion and Measure RR funding spend-down.

RECOMMENDATION:

Adopt the following motion:

MOTION:

That the General Manager or his designee is authorized, in conformance with established District procedures governing the procurement of professional services, to obtain District recruitment sourcing services, to identify qualified candidates for engineering positions identified by the Human Resources Department. The cost of the sourcing services will not exceed an aggregate amount of \$200,000.