



## EXECUTIVE DECISION DOCUMENT

|  |   |  |                           |  |
|--|---|--|---------------------------|--|
| GENERAL MANAGER APPROVAL:<br><i>Robert M. Pown</i> 4 APRIL 2019  |   | GENERAL MANAGER ACTION REQ'D:<br>No                    |                           |  |
| DATE: 4/3/2019   |   | BOARD INITIATED ITEM: No                               |                           |  |
| Originator/Prepared by: Gia Ilole<br>Dep't: Human Resources Administration<br><i>Gia Ilole</i><br>Signature/Date: 4/4/2019 | General Counsel<br><i>[Signature]</i><br>4/4/19 [ ] | Controller/Treasurer<br><i>Chris Gun</i><br>4/4/19 [ ] | District Secretary<br>[ ] | BARC<br><i>[Signature]</i><br>4/4/2019 [ ] |

### Employee Recruitment and Relocation Assistance for the Chief of Police and AGM, External Affairs

#### PURPOSE:

To obtain Board authorization for a national recruitment and relocation agreement to assist the District with filling the positions of Chief of Police and the Assistant General Manager, External Affairs.

#### 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, consistent with provisions of the law, and that no relocation or moving expenses would be offered to new employees without prior Board approval.

The Chief of Police and the Assistant General Manager, External Affairs are executive level positions that require specialized skills derived from unique managerial/technical experience and education, which are critical to the District's progress. The Chief of Police is part of the executive team reporting directly to the General Manager, and will be responsible for the BART Police including both sworn and non-sworn staff. The role is critical to the safety and security of employees, patrons, and the community. The incumbent will be accountable for accomplishing goals and objectives and providing strategic direction as it relates to the department. The AGM, External Affairs is also an executive team member that provides leadership and key interactions with local, state and federal government and directs external communications and media relations for the District.

The expertise of a recruiting firm that has a deep familiarity with police, external affairs and/or a transit environment, as well as with recruiting sources and prospects will constitute a resource beyond that which is available internally. Likewise, the ability to offer relocation assistance in the event that a successful candidate is not from the immediate area will enhance the District's competitive posture in this search.

By adopting this motion, the Board will authorize staff to use an executive search firm for the recruitment of each role. 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. Staff's intent is to enter into a search agreement for each position.

The Board's action will allow for executing a relocation agreement for each role within the parameters of current District practice as provided in Management Procedure 70. This procedure sets a maximum reimbursement for relocation and it does not allow for reimbursement for loss on sale of residence.

#### **FISCAL IMPACT:**

Chief of Police: Costs for search firm fees for the Chief of Police will be funded by the FY19 and/or FY20 Operating Budget of the Office of the Chief Police. Any subsequent relocation agreement cost will be funded by the FY19 and/or FY20 Operating Budget of the Office of the Chief of Police.

##### **Proposed Funding - Office of Chief of Police**

| FY19 or FY20          | Amount                | Cost Center | Account |
|-----------------------|-----------------------|-------------|---------|
| Search Firm           | \$120,000 approx, max | 0701282     | 681300  |
| Relocation Assistance | \$18,000 approx*      | 0701282     | 681300  |

*\*Any increase over this approximation will be reviewed and approved by Operating Budgets.*

AGM, External Affairs: Costs for search firm fees for the AGM, External Affairs will be funded by the FY19 and/or FY20 Operating Budget of the Office of External Affairs. Any subsequent relocation agreement cost will be funded by the FY19 and/or FY20 Operating Budget of the Office of External Affairs.

##### **Proposed Funding - Office of External Affairs**

| FY19 or FY20          | Amount               | Cost Center | Account |
|-----------------------|----------------------|-------------|---------|
| Search Firm           | \$90,000 approx, max | 0602356     | 681300  |
| Relocation Assistance | \$18,000 approx*     | 0602356     | 681300  |

*\*Any increase over this approximation will be reviewed and approved by Operating Budgets.*

Funding for services in this Fiscal Year are included in the Department's existing operating budget. Funding for subsequent years will be included in the proposed annual operating budget, which is subject to Board approval.

These actions are not anticipated to have any Fiscal Impact on unprogrammed District reserves in the current Fiscal Year.

**ALTERNATIVES:**

Fill the positions using in-house District recruitment resources and without relocation assistance which could result in inability to attract adequate talent.

**RECOMMENDATION:**

Adopt the following motion:

**MOTION:**

That the General Manager or her designee is authorized, in conformance with established District procedures governing the use of executive search services to identify suitable candidates both inside and outside of California for the position of Chief of Police and AGM, External Affairs. In addition, the General Manager is authorized to enter into a relocation agreement, if necessary, for each role, in accordance with Management Procedure Number 70, New Employee Relocation Expense Reimbursement.