



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>Robert M. Pearce</i> 17 APRIL 2019		GENERAL MANAGER ACTION REQ'D:		
DATE: 4/12/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Gia Ilole Dept: Human Resources Administration <i>Gia Ilole</i> Signature/Date: 4/16/19	General Counsel <i>[Signature]</i> 4/17/19 []	Controller/Treasurer <i>[Signature]</i> 4/17/19 []	District Secretary []	BARC <i>[Signature]</i> 4/17/19 []

Delegation of Recruitment Activity and Relocation

PURPOSE:

To delegate authority to the General Manager or his/her designee to approve recruitment activities, including utilization of a search firm to employ a person who is not a current District employee, and to provide relocation assistance.

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 a District position with 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.

Periodically, staff has requested that the Board approve the use of an executive search firm to conduct recruitments for executive/senior management-level, or hard to fill information technology or engineering classifications. Utilization of a search firm is requested when the expertise of a recruiting firm with a familiarity with the subject area and/or a transit environment is required or when sourcing talent will require resources beyond those which are available internally. In order to expedite the recruitment process of critical District positions, staff is requesting the Board delegate this administrative function to the General Manager.

In addition, while the District does recruit in the San Francisco Bay Area as well as within the State of California, certain specialized positions may require the District to broaden its

search beyond the State. It has not been the District's practice to confine all recruitment efforts to only the State of California as it may restrict the District from creating a diverse and highly qualified applicant pool. Therefore, staff also recommends elimination of this provision.

In order to expedite the hiring offer phase of critical District positions, staff is also requesting the Board delegate the administrative function of approving relocation assistance to the General Manager or his/her designee. A memo will be sent to the Board whenever relocation assistance has been approved by the General Manager or his/her designee. Relocation assistance will continue to be processed in accordance with Management Procedure Number 70. Currently, staff is in the process of updating Management Procedure Number 70 and the District's practice of capping the reimbursement to \$18,000.

FISCAL IMPACT:

There is no fiscal impact for this proposed resolution.

ALTERNATIVES:

Continue the District's practice of operating in accordance with Resolution 4487, adopted on March 11, 1993.

RECOMMENDATION: Adopt the following motion:

MOTION:

That the Board approve the attached resolution to delegate authority to the General Manager or his/her designee to approve recruitment activities/utilization of a search firm to employ a person who is not a current District employee and relocation assistance, and eliminate the requirement to confine recruitment to the State of California.

BEFORE THE BOARD OF DIRECTORS OF THE SAN FRANCISCO BAY AREA RAPID
TRANSIT DISTRICT

In the matter of recruitment
and hiring District employees/

Resolution No. _____

WHEREAS, by Resolution No. 4487, adopted by the Board on March 11, 1993, the Board imposed certain limitations on the General Manager's authority without prior Board approval to advertise, recruit and provide relocation and reimbursement expenses to prospective employees; and

WHEREAS, the Board now wishes to afford the General Manager greater flexibility in such hiring and recruitment efforts; and

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 4487 is hereby repealed; and

BE IT RESOLVED FURTHER that the General Manager or his/her designee may without prior Board authorization or prior notice engage the services of consultants in employee recruitment; and

BE IT RESOLVED FURTHER that General Manager or his/her designee is authorized to determine the appropriate geographical scope of any and all advertising and recruitment efforts; and

BE IT RESOLVED FURTHER that the General Manager or his/her designee is authorized to offer prospective employees relocation expense reimbursement when he/she deems it is in the District's best interest to do so, including reimbursement for costs associated with the rental, sale and purchase of real estate, e.g. rental service specialist fees and real estate closing costs and related fees; provided however, the District shall not provide loans, down payments, nor engage in the purchase and/or resale of real properties due to relocation. The General Manager shall promptly notify the Board in writing whenever relocation expense reimbursement has been provided.

Adopted _____