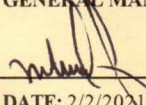
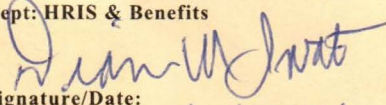
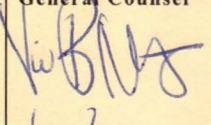
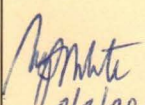
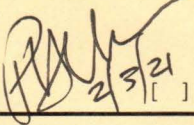




## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:  2/4/2021		GENERAL MANAGER ACTION REQ'D:		
DATE: 2/2/2021		BOARD INITIATED ITEM: No		
Originator/Prepared by: Diane Iwata Dept: HRIS & Benefits  Signature/Date: 2/3/2021	General Counsel  2/3/21 [ ]	Controller/Treasurer  2/3/2021 [ ]	District Secretary [ ]	BARC  2/3/21 [ ]

### Recruitment and Relocation Expenses for AGM, Adm and Controller-Treasurer

#### PURPOSE:

To authorize the General Manager to approve a national recruitment and relocation agreement to assist the District with filling the position of Assistant General Manager, Administration and Controller-Treasurer.

#### 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 and the Controller-Treasurer are executive management positions that require specialized skills derived from unique managerial/technical experience and education, which are critical to the District's progress in Administration and Finance. Specifically, the Assistant General Manager, Administration is part of the executive team and will be responsible for leading Human Resources, Labor Relations, and Procurement. The incumbent will be accountable for accomplishing goals and objectives and providing strategic direction as it relates to each of these areas under Administration. The Controller-Treasurer reports directly to the Board and serves as the Chief Financial Officer for the District. The incumbent will have oversight of finance, disbursements, investment, debt administration, cash collection and revenue services, controllership, payroll



and risk management.

By adopting this motion, the Board will authorize staff to use an executive search firm for these recruitments. The objective in using a search firm is to increase the candidate pool and identify highly qualified applicants. In each 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 these searches. The Board's action will allow for executing a relocation agreement within the parameters of current District practice as provided in Management Procedure 70. This procedure sets a maximum reimbursement for relocation at \$18,000 and it does not allow for reimbursement for loss on sale of residence.

#### **FISCAL IMPACT:**

Cost Not to Exceed (Estimate Only)			
	FY21	FY22	Total
Recruitment Fees	\$45,000	\$45,000	\$90,000
Adm Relocation	-	\$18,000	\$18,000
Finance Relocation	-	\$18,000	\$18,000
<b>Total Cost</b>	<b>\$45,000</b>	<b>\$81,000</b>	<b>\$126,000</b>

The cost for search firm fees (\$90,000 approximately for both recruitments) and any subsequent relocation cost (\$18,000 approximately per agreement if needed) will come from the FY21 and/or FY22 Operating Budget of the Office of Administration and Finance Administration.

Funds will be budgeted in the Office of Administration operating budget (Cost Center 0502420, Account 681300) and Finance Administration operating budget (Cost Center 0301301, Account 681300),

Funding for services in this Fiscal Year can be covered 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.

This action is 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. Recruiting for the position without use of an executive search firm and relocation assistance could result in the inability to attract adequate talent.

**RECOMMENDATION:**

Adopt the following motion:

**MOTION:**

That the General Manager or his designee is authorized to approve a national recruitment agreement to assist the District with filling the position of Assistant General Manager, Administration and Controller-Treasurer 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 positions of Assistant General Manager, Administration and Controller-Treasurer. In addition, the General Manager is authorized to enter into a relocation agreement, if necessary, in an amount not to exceed \$18,000 for each position, in accordance with Management Procedure Number 70, New Employee Relocation Expense Reimbursement.