

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 3/12/13 **Approx Start Time:** 9:30 am **Approx Length:** 30 minutes

Presentation Title: Update on Search Firm Research for County Administrator Recruitment

Department: Department of Employee Services

Presenters: Nancy Drury, Employee Services Director

Other Invitees: JJ Peters, Recruitment Manager

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Requesting authorization to enter into an agreement with a search firm for the County Administrator recruitment.

EXECUTIVE SUMMARY:

Per the Board of County Commissioners request, and as a follow-up to the Executive Session on February 19, 2013 and the Study Session on February 26, 2013; staff will provide the Board an update regarding search firms for the County Administrator recruitment. The two firms previously authorized by the Board have not responded to our inquiries. We are, therefore, asking permission to broaden the search for other firms that engage in public sector executive searches and requesting Board authorization to enter into an agreement with a search firm for the County Administrator recruitment.

FINANCIAL IMPLICATIONS (current year and ongoing):

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

Approve moving forward with a specific firm.

Pros: Able to move forward with the search for a County Administrator

Cons: None anticipated

RECOMMENDATION:

Staff respectfully requests that the Board grant authorization to enter into an agreement with a search firm for the County Administrator recruitment.

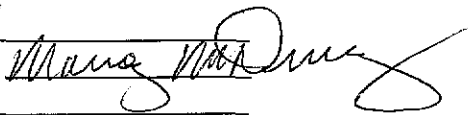
ATTACHMENTS:

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____



For information on this issue or copies of attachments, please contact JJ Peters at
503-742-5485

COUNTY ADMINISTRATOR Search Firms

Bob Murray and Associates
1677 Eureka Road, Suite 202
Roseville CA 95661
(916)784-9080
www.bobmurrayassoc.com

- Bob Murray, the firm's principal, has over 20 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters.
- He has conducted hundreds of searches for cities, counties, and special districts including chief executives, department heads and professional positions. Clients include Washington County, OR, San Bernardino County, CA, Orange County, CA, Maricopa, AZ, Pima, AZ, etc. Has run County Administrator searches.
- Mr. Murray previously directed the search practice at DMG Maximus.
- Prior to his career in executive search, Mr. Murray served as the City Manager for the City of Olympia, WA. Also served as Asst. City Manager and held positions in law enforcement.
- Has worked with Clackamas County in searches for County Administrator (2001), Personnel Director, Risk Manager and C-Com Director.
- Full search process from developing profile of candidate, advertising, actively recruiting candidates, interview, background checks, recommend finalists, etc.
- Actual cost in 2001: \$34,892. Last estimate in 2009: @ \$25,500 - Fees of \$16,500 (plus expenses estimated at \$6500 - \$8000)

Colin Baenziger & Associates
Headquarters in Wellington, FL
Pacific Northwest contact in Washington is:
John Darrington 509-823-5138
www.cb-asso.com

- About John: Having served over 30 years as a local government manager in Washington, Idaho and Wyoming, John Darrington is no stranger to the issues cities and counties face. Add that experience to his incisive intellect and the client has someone who quickly understands its issues, will separate the important from the unimportant and get to the optimal solution in short order. Best of all, the solutions John suggests are elegantly simple and can be implemented without further assistance from the firm.
- Colin Baenziger & Associates is the firm you should select to conduct your search because we are knowledgeable and effective while also being less costly.

- Recently completed searches in Northwest include: Finance Director for City of Oregon City; City Manager for Yakima, WA; Executive Director for South Sound 911 (Tacoma, WA); City Manager for Tacoma, WA.
- Warranty – If selected individual resigns for any reason within one year will re-do search at no cost unless leave due to act of god or total incapacitation. Within second year, will re-do search at their actual expense. They will never contact the selected individual for any other position during the course of their employment with the County.
- \$21,500 includes all expenses including several trips by John to our site as needed. Does not include candidate travel expenses.

CPS HR Consulting

Executive Search based out of Sacramento, California

916-263-1401

www.cps.ca.gov/search_recruitment.html

- Founded more than 25 years ago, CPS HR Consulting has a long track record of providing high-quality consulting services to local government.
- CPS HR provides an efficient and cost-effective way to meet your staffing needs.
- Our services include recruitment of city, county, special district, non-profit chief executives, senior managers, department directors, and division heads.
- Working in partnership with your governing body or selection team, we develop a customized search strategy.
- Our experienced consultants apply in-depth knowledge of public-agency operations, programs and services to evaluate the parameters you require, to clearly identify the type of individual you need and to locate and recruit the most qualified candidates. Our final evaluation process will culminate in a successful placement.
- A search of their website shows a number of successful placements and/or current searches through the US. Only saw one in the Northwest: Chief Administrative Officer, Public Health for Seattle/King County.
- Would need to contact to obtain fees.

Prothman Company

371 NE Gilman Blvd., Ste 350

Issaquah, WA 98027

206-368-0050

www.prothman.com

- In November of 2001, after twenty years of municipal service and five years as a partner in a Northwest recruitment firm, Greg Prothman created the Prothman Company. Driven by his passion for local government and his commitment to provide high quality customer service.
- The Prothman Company is an industry leader, known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government. Our talented consultants have a cumulative 100 years in local government service and have successfully completed over 400 placements and consulting projects. Our client list continues to grow and we are still driven by a passion for local government and a commitment to superior customer service.

- We know how to attract top talent, nationally and regionally. We are experts in locating, attracting, screening and interviewing. We have read and screened thousands of resumes and applications, and interviewed over 5,000 semi-finalist candidates. We have extensive contacts and databases. Even in the tightest employment markets, we can locate and attract top talent for you.
- Currently conducting a search for County Administrator for Deschutes County and numerous Director level recruitments for cities, counties throughout Washington and Montana. Conducted search for Clackamas River Water District Manager.
- Conducted our last County Administrator recruitment in 2009.
- Actual cost in 2009: \$35,403.75 Last estimate: \$25,500 - Fees of \$22,000 (plus expenses)

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, CA 95765
916-630-4900
www.ralphandersen.com

- Provided executive search and consulting services since 1972.
- Full search process from needs assessment, developing profile of candidate, personal outreach, marketing strategy, screening, search report, assistance with interview and selection process, background checks, negotiation of compensation package, etc.
- Our executive search services rely heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. We have developed and refined our techniques for more than 30 years, with hundreds of clients. Our reputation and personal commitment of the recruiters define the difference between the success and failure of any given assignment. At Ralph Andersen & Associates, our search professionals possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of our firm lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our client's behalf.
- @ \$24,500 - Fees of \$19,500 plus expenses (plus expenses estimated at \$5000)