

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 9/18/18 **Approx. Start Time:** 3:00pm **Approx. Length:** 30 Minutes

Presentation Title: County Administrator Executive Search Services

Department: Human Resources

Presenters:

JJ Peters, Recruitment and Selection Manager
Evelyn Minor-Lawrence, Human Resources Director

Other Invitees: None

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

1. Review the summary of firms who submitted proposals in response to the Executive Search Services Request for Quotes (RFQ).
2. Select and approve the executive search firm to conduct the County Administrator recruitment.

EXECUTIVE SUMMARY:

At the Board's request during the August 7, 2018, policy session, a Request for Quotes (RFQ) was published in order to retain an executive search firm to conduct the recruitment for the position of County Administrator. In total, nine (9) quotes were submitted by the deadline of September, 7, 2018.

Human Resources staff conducted an initial review of firm qualifications, and evaluated how each firm demonstrated their experience recruiting for positions of similar responsibility, scope, jurisdiction size, and mix of communities (urban/rural). Quotes were also evaluated on their recruitment guarantee and adherence to RFQ requirements. References of five (5) firms are presently being checked by County Administration staff.

Staff will review their findings with the Board, and confirm their agreement of which executive search firm will be selected to oversee and coordinate the recruitment process, in collaboration with the Board of County Commissioners and staff designees.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO NA

What is the cost?
General Fund Non-Discretionary (100-9110-00-431000)

STRATEGIC PLAN ALIGNMENT:

- How does this item align with the County’s Performance Clackamas goals?

Working as a strategic business partner is a key Performance Clackamas goal for the Department of Human Resources. Additionally, the County Administrator plays a critical role in implementing Performance Clackamas. Therefore, the selection process for the County Administrator is key to Performance Clackamas overall.

LEGAL/POLICY REQUIREMENTS:

Not applicable.

PUBLIC/GOVERNMENTAL PARTICIPATION:

Not applicable.

OPTIONS:

1. Approve the executive search firm to conduct the recruitment for the position of County Administrator.

RECOMMENDATION:

To be discussed during the policy session on September 18, 2018.

ATTACHMENTS:

1. County Administrator Recruitment – List of Executive Search Firms Submitting Quotes

SUBMITTED BY:

Division Director/Head Approval _____JP_____

Department Director/Head Approval ___EML_____

County Administrator Approval _____

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

County Administrator Recruitment – List of Executive Search Firms Submitting Quotes

1	<p>ALLIANCE RESOURCE CONSULTING 400 Oceangate, Suite 480 Long Beach, CA 90802 (562) 901-0769 www.allianceresourceconsulting.com</p>
2	<p>COLIN BAENZIGER & ASSOCIATES* 2055 South Atlantic Avenue, Suite 504 Daytona Beach Shores, FL 32118 (561) 707-3537 http://www.cb-asso.com</p>
3	<p>GOV HR USA* 630 Dundee Road, Suite 130 Northbrook, Illinois 60062 (847) 380-3240 GovHRUSA.com</p>
4	<p>PECKHAM & MCKENNEY* 300 Harding Boulevard, Suite 203-D Roseville, CA 95678 Toll-free: (866) 912-1919 https://www.peckhamandmckenney.com</p>
5	<p>PROTHMAN COMPANY 371 NE Gilman Blvd, Ste 310 Issaquah, WA 98027 (206) 368-0050 http://www.prothman.com</p>
6	<p>RALPH ANDERSEN & ASSOCIATES 5800 Stanford Ranch Rd., Suite 410 Rocklin, CA 95765 (916) 630-4900 www.ralphandersen.com</p>
7	<p>STRATEGIC GOVERNMENT RESOURCES* PO Box 1642 Keller, TX 76255 (817) 337-8581 https://www.governmentresource.com</p>
8	<p>SPRINGSTED WATERS* 14285 Midway Road, Suite 340 Addison, Texas 75001 (800) 899-1669 https://springsted-waters.recruitmenthome.com</p>
9	<p>ZILO INTERNATIONAL 3939 East Arapahoe Road, Suite 210 Centennial, CO 80122 (720) 295-0054 http://www.zilointernational.com</p>

* Reference checks in progress