



Evelyn Minor-Lawrence  
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING  
2051 Kaen Road | Oregon City, OR 97045

To: Board of County Commissioners  
From: Evelyn Minor-Lawrence, Director of Human Resources  
CC: Jared Haddock, Recruitment Manager  
RE: Board input for County Counsel Recruitment  
Date: November 21, 2023

**REQUEST:** Gather information from the Board on County Counsel recruitment which will be used to build the position profile and gain additional clarity for the ideal candidate for the County Counsel position and present updated timeline.

**BACKGROUND:** Prothman was selected to lead the recruitment efforts to find Clackamas County's next County Counsel. As part of the recruitment process, a position profile is being developed which will be used to showcase the opportunity, provide information about the County, Office of County Counsel, and qualifications for the position. As such, Prothman would like to ask the Board a few questions to gather necessary information for the County Counsel recruitment. The information gathered will be used to help build the position profile as well as screen candidates based on what the BCC has expressed, they are looking for. Prothman has also provided an updated timeline and would like to present this to ensure there are no concerns from the Board.

**ATTACHMENTS:** Provided with this memo is the set of questions Prothman intends to ask the BCC as well as the recruitment timeline.

Respectfully Submitted,

Evelyn Minor-Larence  
Director of Human Resources

## **Questions for the BCC Regarding County Counsel Recruitment**

1. What are the professional skills and work experiences that the new County Counsel should bring into the position?
2. What are 3 pending county challenges that the BCC will look to County Counsel for leadership?
3. What are the professional attributes/characteristics that the new County Counsel will need to be successful in this role?

**Clackamas County  
Chief Legal Officer Recruitment**



***DRAFT Schedule***

Bolded and blue highlighted represent meetings with the client

<b>Date</b>	<b>Topic</b>
November 8, 2023	Contract Completed
<b><i>Weeks of November 13, 20 &amp; 27, 2023</i></b>	<b>Travel to Clackamas County and/or meet via Zoom for stakeholder interviews. Gather information for position profile.</b>
<i>November 23 &amp; 24, 2023</i>	<i>Thanksgiving Holiday</i>
Week of December 4 - 8, 2023	Board approves position profile in public meeting
Week of December 11 - 15, 2023	Post profile on Prothman website
<i>December 20, 2023 - January 2, 2024</i>	<i>Christmas Holiday</i>
January 3, 2024	Start advertising and actively recruiting
January 10, 2024	Send Direct Mail
February 4, 2024	Application Closing Date
Weeks of February 5 & 12, 2024	Prothman screens applications & interviews top 6 - 12 candidates
<b><i>Week of February 19 - 23, 2024</i></b>	<b>Travel to Clackamas County for Work Session to review semi-finalists and pick finalist, and design final interviews</b>
<b><i>Week of March 4 or 11, 2024</i></b>	<b>Travel to Clackamas County for Final Interview Process</b>

## **Steve Worthington Bio**

Steve Worthington will be Clackamas County's project lead from Prothman who will be helping us fill the County Counsel position.

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving as Mayor and his third four-year term as a Council Member for the City of University Place, Washington. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Counsel, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Easter Washington University.