



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: Selection of a Search Firm for County Counsel Recruitment
Date: October 24, 2023

REQUEST: BCC approval of recommended search firm, for County Counsel recruitment, Prothman, to move forward to contract establishment.

BACKGROUND: In September of 2023, Human Resources at the request of the Board of County Commissioners issued a Request for Quote (RFQ) to attract possible search firms to manage the County Counsel recruitment. The RFQ closed on September 27, 2023, and twelve (12) firms submitted proposals for consideration. A team within Human Resources reviewed each proposal and considered factors such as:

- Firm experience,
- Staff experience,
- Work plan/timeline,
- Guarantee
- Approach, and
- Cost

1. Top Firm for Recommendation

Based on the review of all submitted proposals, Human Resources recommends Prothman to the BCC for approval of selection to manage the recruitment of County Counsel for Clackamas County.

- a. Firm experience: Founded in 2002, Prothman has specialized experience providing executive recruiting services to cities, counties, districts, and other government agencies throughout the United States. They have recruited for County Counsel positions and have conducted over 50 government recruitments within the last three years. Of those 50, over 30 recruitments were with Oregon jurisdictions. Prothman has undertaken over 750 recruitments and interim placements since its founding.
- b. Staff experience: The lead consultants have dedicated their lives to local government and joined Prothman upon retirement. Each consultant has 30+

years of local government experience, providing clients with a solid, effective team that can handle any senior-level or highly specialized position recruitment.

- c. Work plan/timeline: Prothman has an aggressive timeline and detailed work plan for developing a strategy for attracting qualified candidates and screening them so the board only interviews the most qualified individuals. The proposed timeline is around ten weeks.
- d. Guarantee: Prothman guarantees that if the selected candidate leaves the position or is terminated for cause within one year from the start of employment, they will conduct a replacement search with no additional professional fee.
- e. Approach: Prothman will take the following approach:
 - i. Develop a Tailored Recruitment Strategy
 - 1. Information Gathering and Research
 - 2. Position profile Development
 - ii. Identify, Target, and Recruit Viable Candidates
 - 1. Outreach and Advertising Strategy
 - iii. Conduct Preliminary Screening
 - 1. Candidate Screening.
 - a. Application Review
 - b. Internet Publication Background Search
 - c. Personal interviews
 - iv. Candidate Presentation
 - 1. BCC receives finalist candidate packets
 - 2. Prothman will advise on candidates
 - 3. Prothman will discuss the planning and design of the final interview process
 - v. Prepare materials and Process for Final Interviews
 - 1. Final Interview Process
 - a. Selection
- f. Cost: \$19,500 flat fee (plus expenses). Includes all Prothman staff time required to conduct the recruitment, including correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates.
 - i. Expenses for each recruitment include:
 - 1. Trade Journal, LinkedIn, and associated website advertising (approx. \$1,400 - \$1,700)
 - 2. Direct mail announcements (\$1,800)

3. Consultant travel: Mileage at IRS rate, travel time at \$40 per hour, lodging if needed (\$450 - \$700 per trip)
4. Interview packets and shipping (approx. \$150 - \$350)
5. Background checks performed by Sterling (approx. \$170 per candidate)
6. Candidate travel: depends on distance and length of stay.

2. Second and Third Firms

Should the BCC not be satisfied with the recommendation of Prothman, staff would also recommend:

- a. CPS HR Consulting (CPS HR)
- b. WBCP

These two firms were not selected as the first because Prothman offers a lower overall cost for the same services and Prothman has more experience working with public sector entities in the State of Oregon.

3. Other Firms that Submitted Proposals

- a. Acumen
- b. Colin Baenzinger Associates
- c. David Gomez Partners, Inc.
- d. Kent Daniels Associates
- e. Raftelis Financial Consultants
- f. SoftSages Technology
- g. Technology Search Group
- h. The Hiatt Group
- i. ETHOS – Trucker Enterprises

RECOMMENDATION: Staff recommends Board approval of Prothman to manage the County Counsel recruitment.

ATTACHMENTS: Proposals from Prothman, CPS HR and WBCP.

Proposal
for
**Chief Legal Officer
Recruitment Services**



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!

PROTHMAN

Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 21 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman team has conducted over 750 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 8,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our Ability to Connect to Potential Candidates is Unmatched! Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Owner/CEO: Sonja Prothman - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com

Submittal Date: September 27, 2023

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Steve Worthington - Project Lead

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 Council, 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 Eastern Washington University.

Richard Kuhns - Project Support

Richard began his 30-year career in public service as a police officer in Del Norte County, CA, and next as a Behavioral Counselor for the Del Norte County Department of Mental Health where he managed a juvenile program for at risk youth. Richard recently retired as County Administrative Officer for Trinity County, CA, and served eleven years as the Regional Housing Authority Director of the Shasta, Siskiyou, Trinity, Modoc Housing Authority and concurrently served as the Executive Director of the Shasta County Community Action Agency. Richard earned his Bachelor of Science degree in Business Management from Brigham Young University, his Master of Arts degree in Behavioral Science from California State University-Dominguez Hills, and his Doctorate in Psychology from California Southern University.

Sonja Prothman - Project Support

As owner and CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in Communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor’s degree from California State University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Attorney Recruitments 2023

Douglas County, OR
Deputy District Attorney 1, 2, & 3

City of McMinnville, OR
City Attorney

Attorney Recruitments Last 3 years

City & County of Broomfield, CO
City & County Attorney

Gunnison County, CO
Deputy County Attorney

Inyo County, CA
County Counsel

Kittitas County, WA
Dep. Prosecuting Attorney I – III

Ouray County, CO
County Attorney

City of Salem, OR
Assistant City Attorney, II

City of Thornton, CO
City Attorney

Current Recruitments

Adams County Fire Rescue, CO
Fire Chief

City of Box Elder, SD
Assistant Public Works Director
Assistant Finance Officer

City of Cedar Falls, IA
Principal Engineer

Clallam County Fire District 3, WA
Fire Chief

Clifton Fire Protection District, CO
Fire Chief

**East Grays Harbor Fire &
Rescue, WA**
Executive Admin. Assistant

City of Fairview, OR
Engineering Manager
Senior Accountant
Public Works Director

City of Fallon, NV
Electric Utilities Director
Journeyman Lineman

Graham Fire & Rescue, WA
Finance Specialist

Hood River County, OR
County Administrator

King County Fire District #2, WA
Finance Manager
Human Resources Manager

Kootenai County EMS System, ID
Chief Officer

City of Madras, OR
City Administrator

Mariposa County, CA
Division Director of
Administrative Services - HHS

Port of Olympia, WA
Executive Director

City of Pasco, WA
Human Resources Director

City of Port Angeles, WA
Civil/Utility Engineer -
Stormwater

**Red, White & Blue Fire
Protection District, CO**
Fire Chief

San Juan County, WA
Community Development Dir.

Port of Skagit, WA
Director of Real Estate

Skagit Transit, WA
Capital Projects Manager

Town of Superior, CO
Planning and Building Director

Synchronous Risk Management, WA
(Deputy) Finance Director

City of Toppenish, WA
Budget and Finance Director

Vineyard City, UT
City Manager

Wasco County, OR
Human Resources Director

**Windsor Severance Fire
Rescue, CO**
Fire Chief

Recruitments Last 3 years

Annenberg Foundation, CA
Director of Accounting and
Finance

City of Ashland, OR
Human Resources Director

Spokane Airports, WA
Executive Assistant/Confidential
Secretary

Skookum Contract Services, WA
Utility Manager

City of Port Townsend, WA
Deputy Public Works
Director/City Engineer

Town of Avon, CO
Public Works Director

City of Sutter Creek, CA
Public Works Director

City of Bainbridge Island, WA
Public Works Manager

Bainbridge Island Fire Dept., WA
Deputy Fire Chief

Basin Recreation, UT
Business Manager

Beacon Hill Water & Sewer Dist., WA
Accounting Clerk

City of Belgrade, MT
City Manager

City of Bellingham, WA
Police Chief

Port of Bellingham, WA
Dir. of Real Estate & Asset Management
Marine Terminals Business Dev. Mgr.
Director of Aviation

Ben Franklin Transit (WA)
General Manager
Financial Services Manager
Director of Marketing
Sr. Mgr. of Safety & Environmental Svcs.
Senior Manager of Operations
Chief People Officer
Chief Planning & Development Officer
Senior Manager of Human Resources
Senior Manager of Customer Experience
Chief Financial Officer
Senior Manager of Finance

BERK Consulting, WA
Senior Planner

City of Bingen, WA
City Administrator

City of Boardman, OR
Deputy City Manager

Bonner County, ID
Information Systems Manager
Staff Engineer
Accountant
Network Engineer
Data Systems Analyst
Comptroller

City of Box Elder, SD
City Engineer
City Clerk

City of Bremerton, WA
Engineering Project Mgr.–Transp.

City of Brier, WA
Police Chief

Brighton Fire Rescue District, CO
Fire Chief

City of Buckley, WA
City Administrator

Cannon Beach Fire & Rescue, OR
Fire Marshal

Cedar River Water-Sewer Dist., WA
Operations Manager

Chelan County PUD, WA
Procurement & Contracting Mgr.

Clallam Transit, WA
Finance Manager

Clark County, WA
Public Works Director
Capital Project Manager III
Preservation Section Manager
Engineering Svcs. Division Mgr.
County Roads Capital
Programming Manager
County Engineer

Port of Clarkston, WA
Executive Director

Clatsop County, OR
Director of Public Health

City of College Place, WA
Public Works Director

**Columbia 911
Communications District, OR**
Chief Financial Officer

Columbia Industries, WA
Chief Financial Officer
Chief Operating Officer

Columbia River Fire & Rescue, OR
Fire Chief

City of Connell, WA
City Administrator

City of Coquille, OR
City Manager
Finance/HR Director

City of Corvallis, OR
Building Official
Assistant Building Official

City of Covington, WA
Community Development Dir.

Cowlitz 2 Fire & Rescue, WA
Fire Chief

Cowlitz 911 (WA)
Executive Director

**Cowlitz-Wahkiakum Council of
Governments, WA**
Planner II / III

Crook County, OR
Finance Director

Douglas County, OR
Chief Financial Officer
Deputy Finance Officer

Douglas County, WA
Planning Director

Douglas County Sewer Dist., WA
District Manager

**Duvall-King County Fire
District 45, WA**
Deputy Fire Chief

City of Eagle Point, OR
Public Works Director

**East Grays Harbor Fire &
Rescue, WA**
Fire Chief

El Dorado County, CA
Chief Administrative Officer

City of Ellensburg, WA
City Manager

Elmhurst Mutual Power & Light, WA
Director of Finance & Administration

Enumclaw Fire, WA
Deputy Fire Chief

City of Ephrata, WA
City Administrator

Town of Erie, CO
Finance Director

Port of Everett, WA
Chief Financial Officer

**Federal Public Defender -
Northern District of California**
Computer Systems Administrator

City of Federal Way, WA
Economic Development Director

City of Ferguson, MO
City Engineer
Community Development Director

City of Fircrest, WA
Police Chief

Flathead County, MT
Health Officer

Foothills Rails-to-Trails Coalition, WA
Executive Director

Town of Friday Harbor, WA
Town Administrator

Garfield County, WA
Public Works Director / County Engineer

Gig Harbor Fire & Medic One, WA
Fire Chief

City of Gillette, WY
Police Chief

Graham Fire & Rescue, WA
Chief Financial Officer/Secretary
Executive Assistant
Human Resources Director

City of Grandview, WA
City Administrator

City of Granger, WA
City Clerk/Treasurer

Grant County Fire District 8, WA
Fire Chief

Grant Transit Authority, WA
General Manager

City of Grants Pass, OR
Fire Chief
Superintendent - Wastewater

Grays Harbor Transit (WA)
Maintenance Manager

Gunnison County, CO
Human Resources Director
IT Director
Dep. Dir. of Health & Human Svcs.
Planning Manager

Housing Kitsap, WA
Executive Director

City of Hubbard, OR
City Administrator

Intercity Transit, WA
Development Director

Island County, WA
County Administrator

Town of Jackson/START Bus, WY
Transit Director

Jefferson County, OR
Community Development Director
Human Resources Manager
Finance Director

Jefferson County, WA
County Administrator
Community Development Director
Central Services Director
Wastewater Project Manager

City of Kalispell, MT
Fire Chief

City of Keizer, OR
City Manager

City of Kenai, AK
Finance Director

City of Kennewick, WA
Community Planning Director

Key Peninsula Fire Dept., WA
Fire Chief

King County Fire District #2, WA
Fire Chief

Kitsap Transit, WA
Human Resources Director
Operations Director

Kittitas County, WA
Budget & Finance Director
Planning Manager

City of Klamath Falls, OR
City Engineer

Klickitat County, WA
Fiscal Manager
Chief Accountant
Sr. Planner - Long Range Planning

**Lake Cushman
Maintenance Company (WA)**
General Manager

City of Laurel, MT
City Planner

Lewis County, WA
911 Communications Director

Lewis County Fire District 6, WA
Fire Chief

**Lewis-Mason-Thurston
Area Agency on Aging, WA**
Chief Financial Officer

City of Lewiston, ID
Public Works Director

Port of Lewiston, ID
General Manager
Broadband Mgr. / Operations Mgr.

City of Liberty Lake, WA
City Administrator

City of Lincoln City, OR
City Manager

Lincoln County, OR
Human Resources Director
Public Works Director
County Administrator

Link Transit, WA
Chief Executive Officer

**Livermore Amador Valley Transit
Authority, CA**
Capital Projects Manager

City of Long Beach, WA
Public Works Director

Lopez Island Fire & EMS, WA
Fire Chief

City of Loveland, CO
Police Chief
Parks & Recreation Director

**Loveland Fire Rescue
Authority, CO**
Fire Chief

Mason County, WA
County Administrator
Human Resources Administrator

Mason Transit Authority, WA
General Manager

City of McMinnville, OR
City Engineer

City of Medina, WA
Finance Director

City of Mills, WY
Assistant Fire Chief

City of Monroe, WA
City Clerk

Morrow County, OR
Public Health Nurse Supervisor
Finance Director
County Administrator

City of Moses Lake, WA
Municipal Services Director
Human Resources Director
Finance Director
Engineering Services Director
Assistant City Manager

City of Mukilteo, WA
Finance Director

Mukilteo Water & Wastewater Dist., WA
General Manager

**North Lake Tahoe Fire
Protection District, NV**
Fire Marshal

City of Olympia, WA
Water Resources Director
Transportation Director
Drinking Water Utility Director

Port of Olympia, WA
Planning & Environmental Sr. Mgr.
Airport Senior Manager
Marine Terminal Senior Manager
Finance Director
Capital Assets Program Mgr.
Director of Strategic Projects
Contract & Grant Administrator

Ouray County, CO
Road & Bridge Superintendent
Registered Nurse - Health Educator

**Pacific City Joint Water-Sanitary
Authority, OR**
Authority Manager

Pacific County, WA
Public Works Director/County Engineer

Pacific Transit System, WA
Director

City of Pasco, WA
Senior Traffic Engineer

Pierce County, WA
Court Reporter

City of Port Angeles, WA
Senior Engineer - Transportation

City of Powers, OR
Police Chief

PUD #1 of Whatcom County, WA
General Manager

City of Rawlins, WY
City Manager

City of Ridgefield, WA
Public Works Director

Rio Blanco County, CO
Road & Bridge Director

City of Salem, OR
Chief Accountant

City of Sandpoint, ID
Utilities Director
City Planner
Civil Engineer

City of Sedona, AZ
Director of Community Development

City of Sedro-Woolley, WA
Finance Director

City of Sequim, WA
Public Works Director

City of Sheridan, WY
Police Chief

City of Sherwood, OR
Police Chief

Skagit Transit, WA
Executive Director
Accounting Manager

Soos Creek Water & Sewer District, WA
General Manager
Budget & Finance Director

South King Fire & Rescue, WA
Assistant Chief of Operations

City of South Lake Tahoe, CA
Human Resources Analyst
Building Official
Parks & Recreation Director

South Pierce Fire & Rescue, WA
Dist. Secretary/Finance Officer

Southwest District Health, ID
Clinical Specialist

City of Spearfish, SD
City Administrator

City of Spokane Valley, WA
City Manager

Sunrise Water Authority, OR
Project Engineer

Town of Superior, CO
Public Works & Utilities Director

Suquamish Seafood Enterprises, WA
Staff Accountant

City of Tacoma, WA
Deputy City Manager
City Treasurer

Tahoe Regional Planning Agency, NV
Executive Director

City of The Dalles, OR
City Manager

City of Thornton, CO
Parks & Recreation Director
City Development Director
Presiding Municipal Judge

Thurston County, WA
Public Health & Social Services Dir.
Road Operations Supervisor

Tillamook County Transportation District, OR
General Manager

City of Toppenish, WA
Police Chief
City Manager
Public Works Director
Administrative Services Director

City of Troutdale, OR
Public Works Director

Tualatin Hills Park & Rec. Dist., OR
Sports Manager
Recreation Manager

University District, Spokane, WA
Chief Executive Officer

Vashon Island Fire & Rescue, WA
Assistant Chief of Operations
Fleet Mechanic
Finance Manager/District Secretary

City of Veneta, OR
Finance Director

City of Vineyard, UT
City Engineer
City Manager

Town of West Yellowstone, MT
Town Manager

Whatcom Transportation Authority, WA
General Manager
Fleet & Facilities Director

Yakima County Fire District 4 (WA)
Fire Chief
Deputy Chief of Operations/Training

PROPOSED SCHEDULE

We are ready to start when you are!

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of October 2 & 9, 2023	Travel to Clackamas County for stakeholder interviews. Gather information for position profile. Send profile for review and edits.
October 16, 2023	Post Profile and Start Advertising
October 23, 2023	Send Direct Mail
November 12, 2023	Application Closing Date
Weeks of November 13 & 20, 2023	Prothman screens applications & interviews top 6 - 12 candidates
<i>November 23 & 24, 2023</i>	<i>Thanksgiving Holiday</i>
Week of Nov. 27 - Dec.1, 2023	Meet for Work Session to review semifinalists and pick finalists, and design final interviews
Week of December 11 - 15, 2023	Travel to Clackamas County for Final Interview Process

REFERENCES

Jefferson County, OR – Finance Director, HR Director, Building & Grounds Director, Community Development Director, Health Director, Public Works Director
Contact: Jeff Rasmussen, County Administrative Officer
jeff.rasmussen@co.jefferson.or.us, 541.475.2449

City of Fairview, OR – Public Works Director, Engineering Manager, Senior Accountant
Contact: Philip Morley, City Manager
morleyp@ci.fairview.or.us, 503.674.6221

Lincoln County, OR – Public Works Director, County Administrator
Contact: Dave Collier, HR Director
dcollier@co.lincoln.or.us, 541.265.0371

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 22 years. We understand politics, Board and Council dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

Some of our Executive Management Recruitments - In Progress

Public Works Director – City of Fairview, OR; Executive Director – Port of Olympia, WA; City Administrator – City of Madras, OR; County Administrator – Hood River County, OR; Asst. Public Works Director – City of Box Elder, SD; Electric Utilities Director – City of Fallon, NV; Budget & Finance Director – City of Toppenish, WA; Finance Director – Synchronous Risk Management, WA; City Manager – City of Vineyard, UT; Fire Marshal – Cannon Beach Fire & Rescue, OR; Aviation Director – Port of Bellingham, WA; Planning & Building Director – Town of Superior, CO; Fire Chief – Adams County Fire Rescue, CO; Fire Chief – Red, White & Blue Fire District, CO.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research (*Soliciting Input*)

We will travel to Clackamas County or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Chief Legal Officer. We will:

- ◆ Meet with the Board of County Commissioners
- ◆ Meet with Staff Designees
- ◆ Meet with Legal Department Directors and Staff, as directed
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of county/city attorney professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county attorney professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Clackamas County or meet via Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Clackamas County and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a Chief Legal Officer full recruitment with a one-year guarantee is \$19,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. Clackamas County will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,400 - \$1,700)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if needed (approx. \$450 - \$700 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$350)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

QUOTE CERTIFICATION FORM
RFQ #2023-70

Submitted by: Prothman Company
(Must be entity's full legal name)

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 24% backup withholding.

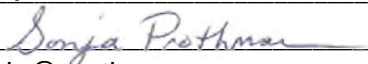
SECTION II. NON-DISCRIMINATION: That the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Name: Sonja Prothman Date: 9/27/2023
Signature:  Title: Owner / CEO
Email: sonja@prothman.com Telephone: 206-368-0050
Oregon Business Registry Number: 186007598 OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: Washington

EXAMPLE OF POSITION PROFILE



OREGON

COUNTY ADMINISTRATOR
FULL COMPENSATION PACKAGE
UP TO \$197,000 DOE

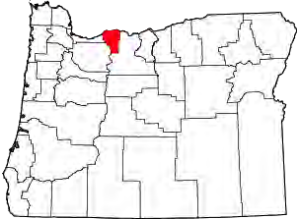
Updated Salary and Benefits Information

Apply by
September 10, 2023
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



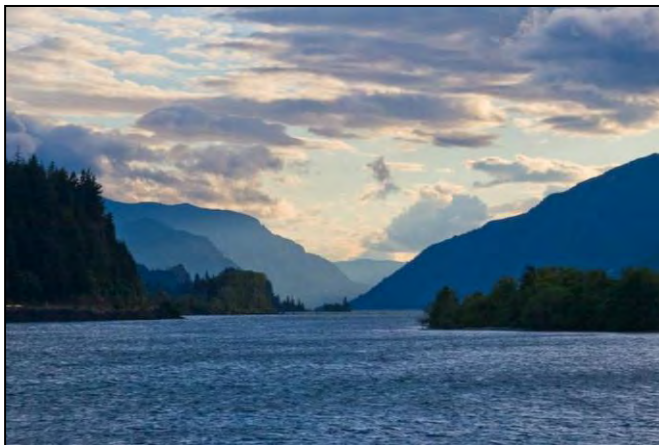
Nestled on the northern Oregon border between Multnomah, Clackamas, and Wasco County, Hood River County is a scenic wonderland of natural beauty. Just 60 miles

from Portland, residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer - and best of all, the warm, friendly people. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

This is an excellent opportunity for an experienced public sector professional looking to make a difference in a region that takes pride in its history, spectacular natural beauty, and way of life. Hood River County offers the right candidate a chance to work with a dedicated team to provide excellent customer service and vision to a vibrant community with a bright future.

THE COMMUNITY

Established in 1908, Hood River County covers 534 square miles and has a population of about 25,000 residents. Named for the Hood River, a tributary of the Columbia River, the county is located just 60 miles east of Portland in the northern, central section of Oregon, on the eastern edge of the Cascade Range. The stunning snow-capped Mount Hood and the Columbia River Gorge provide a famous backdrop, making it one of the most visually attractive areas in the Northwest.



The Hood River valley is a top producer of apples, pears, and cherries, with the county growing more winter pears than any other county in the United States. This agricultural richness combined with the county's scenic setting has made it a famous destination for tourists to drive or bike the famous Fruit Loop, a 35-mile tour featuring family farms, fruit stands, wineries, and other local attractions. The area is also a tourist hotspot for its world-renowned strong, warm summer winds that have allowed Hood River County to enjoy the title of windsurfing capital of the world. Additionally, the county offers outdoor enthusiasts opportunities for kiteboarding, stand-up paddleboarding, mountain and road biking, hiking, whitewater kayaking and rafting, rock climbing, fishing, and world-class skiing, snowboarding, and snowshoeing.

Hood River County is home to several communities, including Hood River, Cascade Locks, Mount Hood, Odell, and Parkdale. Hood River is the largest city and county seat, with a population of just under 8,400. The valley is also home to two 18-hole golf courses and can see its population soar to over 20,000 on busy weekends.

THE COUNTY

Hood River County is a Home Rule County with an approved Charter voted on by the citizens of Hood River County. An elected Board of Commissioners, including Chair, represents four districts in the County and sets policy. The Commission appoints a County Administrator to manage operations and oversee the many departments of the County. County departments are managed by department directors, and include: Health, Forestry (which includes Tree Farm, Timber Sales, Forest Management, and Recreation Trails), Public Works (which includes Engineering, Road Maintenance, Road Permits, Parks & Buildings, and County Surveyor), Community Development, Elections, Records & Assessment, Prevention Department, Budget & Finance, Sheriff's Office, 911 Dispatch, District Attorney's Office, Justice Court, Juvenile Department, Parole & Probation, Human Resources, and Administration.

The County maintains an average employment of 150 FTEs. In addition, the 2022-2023 General Fund Balance of Hood River County stands at \$47.6 million and includes \$3.3 million in timber revenue and a 5-year law enforcement operating levy that expires in June 2025.

THE POSITION

Working under the Board of Commissioners, the County Administrator manages the administrative activities of the County, provides public services to the citizens of Hood River County, and ensures compliance with all federal, state, and local laws; recommending policies to the Board regarding County operations. Administrative activities include managing nine department directors and coordinating with 3 other elected officials who manage County departments.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Hood River County has a strong diverse economy. This economy is based on agriculture, recreation (tourism), industry and professional and trade services. The County weathered the great recession and COVID with minimal long term economic impact. Because of the County's proximity to the greater Portland area and the high quality of life, Hood River County has become part of the greater Portland executive labor force. The next County Administrator must be able to bridge the gap between long-term residents and the influx of new upwardly mobile residents by addressing shifting priorities as the County's demographics evolve.

2. Hood River County is operating under its first operating levy. The County has stabilized county finances and reformed many systems and practices in recent years, but it remains to be seen if the County has settled into a long term formulation or if more changes are ahead.



3. Hood River County's scenic beauty, wealth of recreation options and quality of life has drawn many new residents to the area. Housing costs have climbed and made housing challenging to find for Hood River County employees to live in the county. The next County Administrator will work to address the workforce's affordable housing.

4. The successful County Administrator will possess an understanding of how to effectively work with departments supervised by elected officials and bring those departments into the county team.

5. The County Administrator will have an opportunity to collaborate with Department Heads to establish succession planning within their departments, ensuring the seamless continuation of essential county obligations, regardless of position vacancies or staffing changes.

THE IDEAL CANDIDATE

Education and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, or related field is required, along with a minimum of five (5) years of experience in active supervision of individuals, and five (5) years of experience in a similar role. A master's degree in a related field is preferred. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of personnel administration and supervision, organizational development.
- Familiarity with Oregon State Laws regarding functions, budgets and administration of County Government.
- The ability to create a team environment and communicate needs up to the Board of Commissioners and direction down to Department Directors.
- A willingness to be seen as the County's central point of contact, open to the public and staff. Someone that the community will turn to for leadership and reassurance and will deliver a clear message from the county.
- The ideal candidate will have a financial background, with knowledge of governmental budgeting, and an understanding of the local economy and how government can support it.

**COMPENSATION & BENEFITS**

- **Full Compensation Package up to \$197,000 Depending on Experience.**
- Excellent Benefit Package, including Medical, Dental, Vision and Life Insurances. County pays 85% of offered medical and vision insurance premiums; Dental coverage also offered. For example, currently full family pays \$282 per month for medical insurance cost.
- County pays 100% of the employer and employee OR PERS contributions.
- Vacation time negotiable.
- 12 days of sick leave accrued per year.
- 11 paid holidays per year.
- 2 personal holidays per year.
- 5 executive leave days per year.
- Deferred Compensation Plan - a supplemental voluntary benefit.
- This role will consider other stipends and/or allowances in addition to base salary.
- The total compensation package is flexible to meet both the candidate's and the County's needs.

**For more information on
Hood River County, please visit:
www.hoodrivercounty.gov**

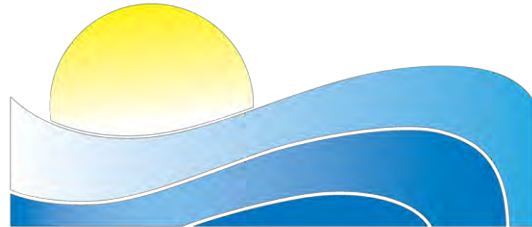
Hood River County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Hood River County, OR – County Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

PROTHMAN

www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050

EXAMPLE OF INVITE LETTER



Lincoln County
OREGON

PUBLIC WORKS DIRECTOR

\$113,298 - \$152,264

Plus Excellent Benefits

First Review:
July 2, 2023
(Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **Public Works Director** position for **Lincoln County, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



THE COMMUNITY



Located in the heart of the beautiful central Oregon Coast, Lincoln County is home to spectacular natural beauty, a thriving arts community, and a growing ocean-based economy. From Cascade Head at the north to Cape Perpetua at the south, Lincoln County boasts more than 40 federal, state, and local parks, along with two wilderness areas, providing an abundance of recreational opportunities for camping, fishing, hiking, beachcombing, whale watching and more. Several community theatres and many art galleries are scattered throughout the County with plenty to keep cultural fans busy, along with the abundance of annual festivals. One of the largest fishing fleets on the west coast is located in Newport which, along with tourism, creates a healthy economy.

Lincoln County has a population of 50,813 people which can blossom to over 100,000 at the height of the tourist season. The County covers roughly 992 square miles with approximately 54 miles of ocean beaches. There are seven incorporated cities within the county borders that each give the County a small-town feel, yet the urban centers of Portland, Eugene and Corvallis are not far away. Newport is the County seat and the location of Yaquina Bay where the ocean industry is centered. The bay and surrounding areas are home to the large commercial and recreational fishing fleet, the Coast Guard, a science center, aquarium, Oregon Department of Fish and Wildlife, and the new OMSI Day Camp. Oregon Coast Community College is also located here with branches in Waldport and Lincoln City.



THE COUNTY

The County employs 488 FTEs and has a 2022-2023 adopted budget of \$148 million, including a general fund of \$48 million. County departments include County Administration Legal Counsel, Finance & Accounting, Health & Human Services, Human Resources, Information Technology, Juvenile, Parole & Probation, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. The County has a strong management team made up of elected officials and department directors that work closely together with the Public Works Director.

THE DEPARTMENT & POSITION

The Public Works Department operates with 42 FTEs on a 2022-2023 budget of \$18 million. The Department is divided into seven divisions which include Public Works Administration, Engineering, Facilities, Fleet Services, Parks, Road Maintenance & Operations, and Solid Waste District. The Public Works Department maintains 334 miles of roads and 87 bridges. The Facilities division maintains 160,000 sq/ft in 12 General Fund buildings and 42,000 sq/ft in Roads buildings, and the Fleet Maintenance division is responsible for maintaining 176 County vehicles. The Department has several projects planned for the coming year, including a \$700,000 culvert replacement project and \$500,000 asphalt overlays, and three to four bridge replacements in the next four years to be delivered by ODOT.

Under the direction of the County Administrator, the Public Works Director is responsible for the administration, general management, policymaking, planning, and direction of the Department and is responsible for supervising all employees of the Engineering, Public Works Administration, Road Department, Parks Department, Facilities Management, Vegetation Management, and the Lincoln County Solid Waste District. This role involves performing or directing a wide variety of advanced technical and engineering tasks in the investigation, location, design, and construction of road, bridge, and building projects. Additionally, the Director represents the County at meetings and on committees at the local, state, and federal level and works at the direction of the County Administrator while implementing Board policies in all phases of the operation of the Department.

Please visit www.prothman.com to review the full position profile and compensation package, and to learn more about Prothman.




WBCP
PROPOSAL

RECRUITMENT SERVICES FOR



CLACKAMAS
C O U N T Y

CHIEF LEGAL OFFICER

SEPTEMBER 26, 2023

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I. COVER LETTER.....

September 26, 2023

Ryan Rice
Procurement Analyst
rrice@clackamas.us



RE: County of Clackamas – Chief Legal Officer Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the Chief Legal Officer of the County of Clackamas. **WBCP has worked on many legal recruitments, and we look forward to the opportunity to partner with the County of Clackamas on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position, and we guarantee that placement for 18 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future Chief Legal Officer will lead.

My team and I know the Oregon candidate marketplace and have many clients in your region, such as the **County of Lane, City of Hubbard, City of Independence, and City of Astoria (just to name a few)**. We have exceptional experience successfully recruiting for legal positions, with several of our recent notable recruitments including, but not limited to:

- **Chief Public Defender, County of Humboldt, CA**
- **Deputy District Attorney I, County of Jackson, OR**
- **General Counsel, Orange County Employees Retirement System (OCERS), CA**
- **Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA**

To see a list of legal recruitments, visit pages 5 – 6 of this proposal, and to see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/ycyv3h9h>

Either I or one of my experienced executive recruiters will take the lead in managing this recruitment. We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. My executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you can see on pages 8 & 9 of this proposal. WBCP now has offices in Oregon, Washington, and California, including two offices in the South Bay Area, the Greater Sacramento Area, and Central California.

I. COVER LETTER.....

WBCP, Inc. staff are experts in the virtual recruitment process. We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate COVID-compliant in-person interviews and/or hybrid virtual and/or in-person interviews; WBCP is willing to travel during COVID.

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2022 year-end review, we found that over the last three years, 69% of our applicants and 70% of our candidates placed in leadership positions with our clients came from diverse backgrounds.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting and Radio Bilingüe (two of the largest Latino national nonprofit organization in the U.S.).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

DIVERSITY

70%

*of WBCP candidates
placed in leadership
positions come from a
diverse background*

II. BACKGROUND & QUALIFICATIONS.....

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc.

Tax ID: 81-5454037

Website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Address:

- **Oregon Main Office:** 213 E Main St., Rogue River, OR, 97537
- **California Main Office:** Roseville, CA 95661
- **Washington Main Office:** Seattle, WA 98164
- **Satellite Offices (3):** San Jose, CA; Nipomo, CA; Corvallis, OR



WOMEN OWNED

WBCP, Inc. is a 100% woman-owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in California, Oregon, Washington, and Arizona and soon expanding in other states. WBCP files and pays California S Corp and personal income taxes.

BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.

II. BACKGROUND & QUALIFICATIONS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in California, Arizona, Colorado, Idaho, Oregon, and Washington.

Oregon, California, Arizona, and Washington Cities of: Arcata, Ashland (OR), Astoria, Berkeley, Calistoga, Central Point (OR), Ceres, Chandler (AZ), Corte Madera, Culver City, Davis, Dunsmuir, Duvall (WA), Fremont, Fresno, Grants Pass (OR), Gold Hill (OR), Hemet, Hubbard (OR), Independence (OR), Irvine, Laguna Beach, Larkspur, Lincoln, Livermore, Long Beach, Medford, Milpitas, Napa, Oakland, Oxnard, Palo Alto, Pasadena, Petaluma, Phoenix (AZ), Phoenix (OR), Port Hueneme, Redding, Riverside, Roseville, Rogue River (OR), Sacramento, San Francisco, San Rafael, Santa Maria, Santa Paula, Santa Rosa, Solvang, Sonoma, Sutter Creek, Truckee, Ventura, Vernon, Victorville, and Windsor.

Oregon, California, Colorado, Idaho, and Washington Counties of: Alameda, Colusa, Contra Costa, El Paso (CO), Fresno, Humboldt, Jackson (OR), King (WA), Lake, Lane (OR), Los Angeles, Marin, Mariposa, Mendocino, Merced, Mono, Napa, Orange, Riverside, Sacramento, San Benito, San Bernardino, San Mateo, San Francisco, San Joaquin, San Luis Obispo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, Tuolumne, Yuba, and Yolo.

Local and National Councils, Boards, and Districts: Boulder Creek Protection District, California Prison Industry Authority (CALPIA), Cosumnes Community Services District, Hass Avocado Board (HAB), Jackson County Fire District 5, Los Angeles County Employees Retirement Association (LACERA), Mendocino County Air Quality Management District, Nevada Irrigation District, Newark Chamber of Commerce, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Oakland Housing Authority, Olivehurst Public Utility District, Orange County Employees Retirement System (OCERS), Placer County Transportation Planning Agency (PCTPA), Sacramento Area Flood Control Agency (SAFCA), Sacramento Employment & Training Agency (SETA), Sacramento Public Library Authority, Sacramento Sewer District, Sacramento Suburban Water District, San Benito Council of Governments, San Diego Port Authority, San Rafael Sanitation District (SRSD), Sonoma County Library, Tri-City Mental Health Authority (TCMHA), Truckee-Donner Public Utility District (TDPUD), Tuolumne Utilities District, and Valley Water.

Nonprofit and Joint Powers Authorities (JPAs): Center Point, Central California Legal Services (CCLS), Community Food Bank, Community Works, Dogs for Better Lives/Dogs for the Deaf, First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo), Futures Without Violence (Family Violence Protect Fund), Gold Coast Health, Greater Richmond Interfaith Program (GRIP), Los Angeles Unified School District (LAUSD), La Public Media, Latino Public Broadcasting, Northern Valley Catholic Social Service (NVCSS), Options Recovery, Radio Bilingüe, Santa Cruz County Animal Services Authority, Teton County Joint Housing Authority (TCJHA), Transitions-Mental Health Association, Valley Consortium for Medical Education (VCME), Water Forum and West Angeles Church of God in Christ.

Private Organizations: CDS Publications, Central California Truck and Trailer, Morton & Pitalo, NAVA, SWEED, Touchstone Accounting

Consulting services (classification and compensation services, competency modeling, job description development, job family development, job analysis): City of Fremont, City of Medford, City of Santa Maria, City of Santa Paula, County of Humboldt, County of Mariposa, County of Santa Barbara, and County of San Luis Obispo.

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

II. BACKGROUND & QUALIFICATIONS.....

BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS SUCCESSFULLY MANAGED:

LEGAL, COUNSEL, CLERK

- City Attorney, City of Santa Maria, CA
- City Attorney, City of Vernon, CA
- County Counsel, County of San Bernardino, CA
- County Counsel, County of Napa, CA
- County Counsel, County of Jackson, OR
- County Counsel, County of Solano, CA
- County Counsel, County of Marin, CA
- County Counsel, County of Orange, CA
- General Counsel, Orange County Employees Retirement System (OCERS), CA
- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- Deputy General Counsel, San Diego Port Authority, CA
- City Clerk, City of Roseville, CA
- City Clerk, City of Livermore, CA
- City Clerk, City of Solvang, CA
- Assistant City Attorney, City of Santa Maria, CA
- Assistant City Attorney, City of Roseville, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- Deputy County Counsel IV, County of Jackson, OR
- County Counsel I/II, III, Assistant County Counsel (5 positions), County of Santa Barbara, CA
- Deputy District Attorney I, County of Jackson, OR
- Public Defender, County of Santa Cruz, CA
- Public Defender, County of Humboldt, CA
- Public Defender, County of Solano, CA
- Assistant County Clerk-Recorder/Registrar of Voters, County of Nevada, CA
- Deputy City Clerk, City of Petaluma, CA
- Administrative Assistant, Legal Counsel, Valley Water, CA

ORGANIZATIONAL LEADERSHIP

- City Manager, City of Pasadena, CA
- City Manager, City of Ceres, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Gold Hill, OR
- City Manager, City of Pasadena, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Dunsmuir, CA
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- City Manager, City of Independence, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- City Administrator, City of Rogue River, OR
- City Administrator, City of Hubbard, OR
- City Administrator, City of Duvall, WA
- County Executive Officer, County of Shasta, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Deputy City Manager, City of Long Beach, CA

II. BACKGROUND & QUALIFICATIONS.....

ORGANIZATIONAL LEADERSHIP (CON'T)

- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Director, Valley Consortium of Medical Education, CA
- Executive Director, Water Forum, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Community Food Bank, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, Sacramento Employment and Training Agency, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Vice President, Center Point, CA
- Vice President/Business Development Director, WBCP Inc., OR
- ACEO - Assistant County Executive Officer, County of Napa, CA
- ACEO - Assistant County Administrative Officer, County of Santa Barbara, CA
- ACAO - Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Operating Officer, IT and Administrative Services, Valley Water, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer/Executive Director, Valley Consortium for Medical Education, CA
- Chief Operating Officer, WBCP Inc., OR
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- General Manager, Radio Bilingüe, CA
- General Manager, Santa Cruz County Animal Services Authority, CA

Check out our full list of
recruitments here:

<https://tinyurl.com/ycyv3h9h>

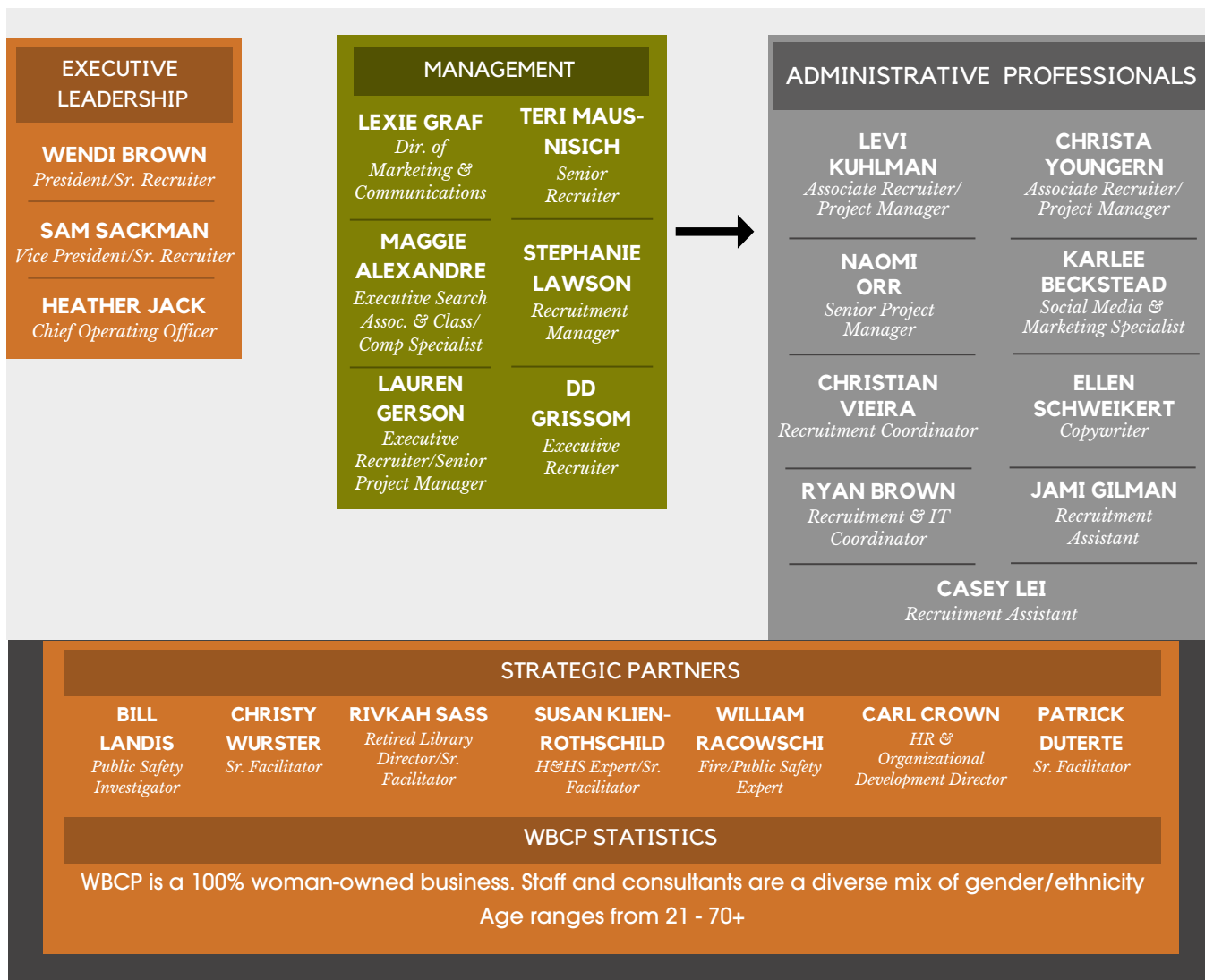
III. GUARANTEE.....

(1) We guarantee successful placement and will provide continued consulting services for one additional recruitment/replacement (however, client will pay for any additional direct cost expenses).

(2) If a candidate selected and appointed by the Client terminates employment for any reason before the completion of the first **18 months** of service, WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided at no cost to the Client; however, additional expenses will be covered by the Client. The Guarantee is valid for one recruitment/replacement only.

(3) **Work Performed Out Of Scope:** To provide the best results for our clients, we strongly recommend a steadfast commitment to agreed-upon dates/times for critical recruitment milestones (shortlist meeting and interview dates). Any change of date and time initiated by the client after a recruitment is rolled out may result in a forfeiture of the recruitment guarantee Any work performed after the recruitment has been rolled out and dates have been agreed upon - to adjust these dates or times will result in additional charges at our hourly rate.

IV. ORGANIZATIONAL CHART.....



V. WBCP KEY STAFF.....

WENDI BROWN

Lead Consultant/Sr. Executive Recruiter



I am the President of WBCP, an executive search and human resources consultancy, serving clients in Oregon and California. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor’s of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working towards a Master’s in Management at Southern Oregon University

TERRI MAUS-NISICH

Sr. Executive Recruiter



Here at WBCP, Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri’s journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. Holding a Bachelor’s Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University’s JFK School of Government, Terri’s commitment to excellence underscores her role as an invaluable asset in identifying top-tier executive talent for local government.

V. WBCP KEY STAFF.....

LAUREN GERSON

Executive Recruiter



Lauren serves as an Executive Recruiter at WBCP, where she excels in managing the entire recruitment process. Beginning her career in operations and events for renowned breweries and restaurants, she later transitioned to business operations and career services. Prior to joining WBCP, she assisted jobseekers overcoming employment barriers through a career coaching company. Lauren's diverse background encompasses project management, client relations, resume writing, HR operations, and risk management. She holds a Bachelor's degree in Philosophy with a minor in English Literature from Whittier College, showcasing her analytical and communication skills. Her multi-faceted expertise and dedication make her an asset to WBCP's executive recruitment endeavors.

LEXIE GRAF

*Director of Marketing
& Communications/
Recruiter*



Lexie Graf is WBCP's Director of Marketing & Communications. As a marketing professional, she has been primarily focusing on copywriting, content creation, and brand strategy in her career. Lexie has a knack for understanding each clients' unique needs, allowing her to adapt her writing voice and branding as needed. Along with developing and overseeing the creation of social media, marketing materials, and advertising plans for WBCP, Lexie collaborates with the recruitment team in meeting clients' needs and deadlines. Before working at WBCP, Lexie wrote for Indeed and the University of Wisconsin Colleges, helping her develop a deep understanding of career development, recruitment, and public sector careers. Throughout her marketing career, Lexie has produced a wide variety of campaigns and deliverables, such as blogs, digital and print ads, website content, brochures, social media posts, eBooks, and magazines. Notable projects throughout her career include developing content for two websites and collaborating on an email marketing campaign that won an American Advertising Award in multiple categories. Lexie has a Bachelor's in Communications with certificates in Digital Studies and Environmental Studies from the University of Wisconsin – Madison.

HEATHER JACK

*Chief
Operating
Officer*

Heather Jack is WBCP's Chief Operating Officer and lead Project Manager. Since starting at WBCP in 2015, she has grown into an integral part of the business. Heather uses her strong organizational skills and attention to detail to support all recruitments from start to finish, coordinate timelines, oversee the team's productivity. Meeting clients' deadlines and major milestones is one of Heather's top priorities, making her our go-to person for all things calendar and project management-related. Heather also assists with projects in human resources with several municipalities in Oregon and California. Other aspects of her role include supporting employee engagement, salary and benchmark studies, and business operations. During her time at WBCP, Heather has modernized processes and scaled technology systems for the company. Prior to working with WBCP, Heather worked at Hannon Library, developing organizational, research, and interpersonal skills. Heather has a Bachelor of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.



V. WBCP KEY STAFF.....

STEPHANIE LAWSON

*Recruitment
Manager*

Stephanie started working for WBCP in 2019. She acts as support for all facets of the recruitment process, as well as any other tasks to assist the WBCP team. Some of her core responsibilities include candidate and panel coordination, candidate review, calendar and timeline management, and interview material preparation. Prior to working for WBCP, Stephanie had several roles in hospitality where she further developed her client relations, communications, and clerical skills. Stephanie has a Bachelor's of Science degree in Business Administration with a focus in Hospitality from Southern Oregon University.

MAGGIE ALEXANDRE

*Executive Search
Assoc. &
Class/Comp
Specialist*

Maggie Alexandre is a Human Resources professional with over 30 years of experience, and is WBCP's key Executive Search Associate and Classification and Compensation Specialist for WBCP since 2018. Prior to working at WBCP, Maggie was a Human Resources Director in the San Francisco Financial District and led an 80 person team of human resource professionals. She began her career in HR at Robertson, Stephens & Company, a boutique investment bank, and continued in the HR Director role at other investment banks and private equity firms until 2016. Maggie studied Anthropology at California State University, Long Beach and received her Human Resources Management Certificate from California State University, San Francisco.

CHRISTA YOUNGERN

*Associate Recruiter/
Project Manager*

As a Associate Recruiter/Project Manager, Christa supports the full cycle of the recruitment process from candidate review and copywriting to interview facilitation and candidate coordination. Prior to joining WBCP, Christa worked in higher education where she recruited blue-chip athletes, built multiple championship teams, and managed complex and politically sensitive projects. She brings an incisive interpersonal skillset as well as deep experience in organizational change management and leadership. Her talent for identifying the oft intangible elements that make a person successful in their role makes her an asset to our clients. Christa has Bachelor of Arts degrees in both Political Science and English from California Lutheran University as well as a Master of Arts degree in Education from Whittier College.

LEVI KUHLMAN

*Associate Recruiter/
Project Manager*

Levi serves as one of WBCP's Associate Recruiter/Project Managers and plays an integral role in managing our recruitments and clients. Some of his primary duties include meeting with clients, screening candidates, preparing for interviews, leading headhunting efforts, and overseeing candidate coordination. Levi's strong interpersonal skills coupled with his eagerness to work with others helps him create lasting relationships with clients and candidates. Prior to his time with WBCP, Levi was the President of a real estate company where he oversaw a residential real estate team in the Willamette Valley, Oregon. In addition to the great work he does for WBCP, our clients, and our candidates, Levi also operates a small catering company on the side. Currently, Levi is dually enrolled at Oregon State University and Western Governors University pursuing his MBA/MPA.



VI. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.



MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

ONLINE ADVERTISING – Including local and national job boards, associations, social media, and other industry-related job postings targeting ideal candidates; job boards that reach a desired geographic area and reach a diverse ethnicity.

E-DIRECT MAIL ADVERTISING – including WBCP's current database of potential applicants, we have access to other professional lists and will source more lists through associations, contacts, etc.

SOURCING/HEAD HUNTING – WBCP will contact individuals targeted and generate new contacts through referrals made by respected sources. WBCP is a LinkedIn recruiter and we have access to over 350 million profiles via LinkedIn to assist us in targeting ideal candidates.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.



VI. RECRUITMENT STRATEGY / PHASES.....

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS / REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

COMMUNICATION WITH CLIENT

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

PLEASE NOTE: Due to COVID-19 Guidelines, WBCP, Inc. is committed to providing services listed herein, typically these services are executed in-person, however, we will facilitate all services virtually as needed and have successfully managed many virtual and hybrid interviews (partial in-person/part virtual) since March 2020 for our clients.

VII. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VIII. RECRUITMENT TIMELINE.....

BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT

Week 1:

- Secure services with search firm, WBCP, Inc.
 - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
 - Interview with hiring authority and other stakeholders for competencies
 - Identification of advertising venues and ideal candidate prospects
 - Calls, meetings, or coordination with other stakeholders for information gathering

Weeks 1 + 2:

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

Weeks 2 + 3:

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

Weeks 4, 5, + 6:

- Receive applications –Collect and source applicants will continue until recruitment closes

Weeks 7 + 8:

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

Weeks 9 + 10:

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

Weeks 10 + 11:

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
 - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
 - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
 - As needed schedule staff and/or community discussions/meetings

Week 12:

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

NEGOTIATIONS / HIRE:

- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES.....

1-Orange County Employees Retirement System (OCERS), California

Positions Filled:

- General Counsel

Contact Information:

- Steve Delaney, Chief Executive Officer (CEO) - sdelaney@ocers.org

2-County of Jackson, Oregon

Positions:

- Deputy District Attorney I
- County Counsel
- Assistant County Counsel
- Community Justice Director

Contact Information:

- Lisa Valencia, Recruitment Specialist - valencel@jacksoncounty.org | 541-774-6026

3-Central California Legal Services (CCLS), California

Positions:

- Executive Director

Contact Information:

- Samya Burney, President - samya11215@yahoo.com | 559-304-2935
- William McComas, Board Member - wmccomas@centrallegal.org | 559-917-7621
- Erica Gonzalez, Board Member - ericag@stanfordalumni.org | 559-393-3345

X. MARKETING MATERIAL EXAMPLES.....

*Click below to see our marketing samples for similar positions. To see all of our brochures, visit: wbcpinc.com/closed-jobs-private/ and use the password: #wbcp202212**

- [General Counsel, Orange County Employees Retirement Systems, CA](#)
- [County Counsel, County of San Bernardino, CA](#)
- [Deputy District Attorney I, County of Jackson, OR](#)
- [City Attorney, City of Vernon, CA](#)
- [Chief Public Defender, County of Humboldt, CA](#)
- [Assistant City Attorney, City of Santa Maria, CA](#)

XI. COST PROPOSAL.....

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).

SERVICE COST PER RECRUITMENT CHIEF LEGAL OFFICER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<p><u>Consulting Services:</u> Phases I-IV in the proposal's scope of work</p>	<p>\$24,900 (flat rate)</p>
<p><u>Expenses:</u> Includes travel to client location (up to 2 trips), or document shipping fees/delivery charges to facilitate virtual meetings, advertising (may include print and postage), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks, may include fee for one additional consultant to travel (and related expenses) and facilitate an additional panel for one day.</p>	<p>Up to \$7,900 (direct expenses not-to-exceed)</p>

Out of Scope of Work: To provide the best results for our clients, we strongly recommend a steadfast commitment to agreed upon dates/times for critical recruitment milestones (shortlist meeting and interview dates). Any change of date/time initiated by the Client after they have been solidified may result in a forfeiture of our recruitment guarantee, as delays in the process may cause candidates to drop out and increase the likelihood of a "no selection" outcome. Additionally, any subsequent work for WBCP that arises out of such changes is considered out of scope work and may result in these hours being billed to our client at an hourly rate in addition to the consulting services fee.

ADDITIONAL BACKGROUND SERVICES AVAILABLE – *these services can be added to the package if desired*

Onsite Investigative Background Services: In addition to the background reports, education verification, credit report, and reference checks, which are included in the expenses above, WBCP also offers onsite investigative background services. If the client wishes to conduct a background check that includes an onsite visit by a trained private investigator and former Police Chief (similar to a police background check) please contact our office for an estimate for these services.

Force Majeure: *Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.*

XII. OTHER.....

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. **Upon our 2022 year-end review, we found that over the last three years, 69% of our applicants and 70% of our candidates placed in leadership positions with our clients came from diverse backgrounds.** We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown, President

SEPTEMBER 26, 2023

Date

Client, Title

Date

QUOTE CERTIFICATION FORM
RFQ #2023-70

Submitted by: WBCP, Inc.
(Must be entity's full legal name)

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 24% backup withholding.


SECTION II. NON-DISCRIMINATION: That the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Name: Wendi Brown Date: 09/27/2023
Signature:  Title: President
Email: Wendi Brown Telephone: (541) 664-0376
Oregon Business Registry Number: 01626867-3 OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: _____

PROPOSAL

County of Clackamas

Executive Recruitment Services for
County Counsel

September 27, 2023

2:00 PM PST

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

P: 916-471-3358

masher@cpshr.us

Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

September 27, 2023

Ryan Rice
Procurement Analyst
County of Clackamas
2051 Kaen Road
Oregon City, OR 97045

Subject: Executive Recruitment for County Counsel

Dear Mr. Rice:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the County of Clackamas (County) with the recruitment of a new County Counsel. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the County to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at (916) 471-3358 or via email at masher@cpshr.us.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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A. Firm Qualifications

About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 100 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Texas, Colorado and Southern California.



Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 20 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Focus on Diversity Recruiting.** In the past three years, 57% of the candidates placed by CPS HR are female, members of ethnic minorities or both. To continue this trend, CPS HR is constantly assessing the best methods for reaching the broadest network of possible candidates. To that end, we have just signed a contract with Zoom Info, a new sourcing platform, that includes a diversity sourcing filter.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting

does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 95% of our placements are still in their position after two years.
- **Partial list of recruitments.** Below is a brief listing of recent similar recruitments to show our experience with similar executive recruitments.

Agency	Title	Year Completed
City of Golden, CO	City Attorney	2023
Sacramento County Employee's Retirement System, CA	General Counsel	2023
North Texas Municipal Water District, TX	General Counsel	2023
City of Iowa Colony, TX	City Attorney	2023
County of San Joaquin, CA	County Counsel	2023
City of East Palo Alto, CA	City Attorney	2022
Metropolitan Transportation Commission, CA	Senior Counsel	2022
Metropolitan Transportation Commission, CA	Associate Counsel	2022
San Diego County Water Authority, CA	General Counsel	2022
City of Milpitas, CA	City Attorney	2022
City of Simi Valley, CA	City Attorney	2021
City of Riverside, CA	City Attorney	2021
County of Santa Barbara, CA	County Counsel	2021
County of Ventura, CA	County Counsel	2021
Metropolitan Transportation Commission, CA	General Counsel	2020
Montana Department of Environmental Quality, MT	Chief Legal Counsel	2019
Sacramento County Employees' Retirement System, CA	General Counsel	2019
City of Fort Morgan, CO	City Attorney	2019
Alameda County Transportation Commission, CA	Executive Director	2019
City of San Jose, CA	Risk Management	2019
Transportation Authority of Marin, CA	Executive Director	2019
Santa Cruz County Regional Transportation Commission, CA	Fiscal Officer	2019

Agency	Title	Year Completed
Metropolitan Transportation Commission (MTC), CA	Executive Director	2019
Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), CA	Chief Executive Officer/Risk Manager	2019
Schools Excess Liability Fund (SELF), CA	Chief Executive Officer	2019
California Student Aid Commission, CA	Executive Director	2019
County of Sacramento, CA	Public Defender Outreach Only	2018
City of Brentwood, CA	Assistant City Attorney	2018

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Your executive recruitment team will be **Ms. Pamela Derby** and **Ms. Fatima Nukic**. They will work together to fulfill the County's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the County.

Role/Project Assignment	Name	Phone	Email
Manager, Executive Recruitment	Pamela Derby	(916) 471-3126	pderby@cpsshr.us
Associate Executive Recruiter	Fatima Nukic	(916) 471-3308	fnukic@cpsshr.us

Team Biographies

Pamela H. Derby, Manager, Executive Recruitment

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions. Ms. Derby has recently completed the County Counsel recruitment for San Joaquin County and General Counsel for the Sacramento County Employees' Retirement System. Previous recruitments include County Counsel for Ventura and Santa Barbara Counties, General Counsel for the Metropolitan Transportation Commission and City Attorney recruitments for the cities of Berkeley, Milpitas and Palo Alto.

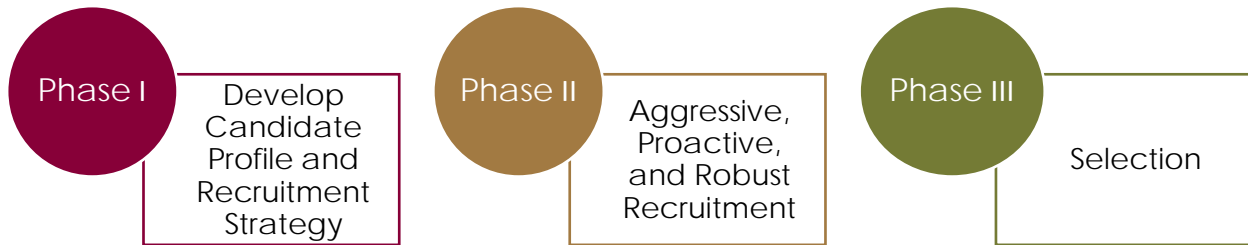
Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Fatima Nukic, Associate Executive Recruiter

Fatima Nukic has over ten years of professional experience in the public sector. She has assistant on a wide range of recruitments for county, city, special district, and association executives including executive director, city attorney, police chief, human resources director, finance director, health and human services director, risk manager, environmental resources director, to name a few. Ms. Nukic is an action-oriented and results-driven leader who thrives on finding new ways to promote recruitments and finding ideal candidates. She brings an extensive background in promoting, sourcing, and social media marketing to her role as an Associate Executive Recruiter at CPS HR Consulting.

B. Work Plan & Timeline

Our proposed executive search process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new County Counsel uniquely suited to the County's needs. CPS HR can perform **Outreach Only** or **Partial Recruitment** services if a **Full Recruitment** is not currently needed by the County.



Phase I: Our consultant will meet with the Board of Commissioners (Board) to ascertain the County's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the County.

Phase II: The recruitment process is tailored to fit the County's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the County. CPS HR will work with the Board to determine the process best suited to the County of Clackamas.

Below is a breakdown of the services included in each recruitment option.

Task	Description	Outreach	Partial	Full
Phase I - Develop Candidate Profile and Recruitment Strategy				
1	Finalize Schedule		X	X
2	Hold Key Stakeholder Meetings	X	X	X
3	Develop Candidate Profile	X	X	X
4	Develop Recruitment Brochure	X	X	X
Phase II – Aggressive, Proactive, and Robust Recruitment				
1	Place Ads	X	X	X
2	Identify and Contact Potential Candidates	X	X	X
3	Review Application Materials		X	X
4	Conduct Screening Interviews		X	X
5	Submit Client Report		X	X
6	Client Meeting to Select Semifinalists		X	X

7	Notify Candidates		X	X
Phase III – Selection				
1	Prepare Assessment			X
2	Schedule Candidates; Coordinate Travel			X
3	Prepare Evaluation manuals			X
4	Facilitate Finalist Selection Process			X
5	Conduct Reference and Background Checks			X
6	Assist in Negotiation (if requested)			X

Phase I - Develop Candidate Profile and Recruitment Strategy

- Task 1 - Review and Finalize Executive Search Process and Schedule
- Task 2 - Key Stakeholder Meetings
- Task 3 - Candidate Profile and Recruitment Strategy Development
- Task 4 – Develop Recruitment Brochure

The first step in this engagement is a thorough review of the County’s needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new County Counsel. Activities will include:

- Identifying key priorities for the new County Counsel and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Commissioners wishes to establish with the County Counsel.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new County Counsel in light of the discussions above.
- Discussing recruitment and selection strategies for the Board of Commissioners’ consideration to best produce the intended results.

CPS HR will provide a summary to the County stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the County for review. Please refer to

Appendix A for a sample brochure. Additional brochure examples are available on our website at www.cpsr.us/recruitment-solutions/executive-search.

Phase II – Aggressive, Proactive, and Robust Recruitment

- Task 1 – Place Advertisements**
- Task 2 - Identify and Contact Potential Candidates**
- Task 3 – Resume Review and Screening Interviews**
- Task 4 – Board of Commissioners Selects Finalists**

The recruitment process is tailored to fit the County’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
<ul style="list-style-type: none">County’s websiteCPS HR websiteLeague of Oregon CitiesCareers in GovernmentLinkedIn	<ul style="list-style-type: none">Oregon County Counsel AssociationOregon State Bar AssociationAssociation of Oregon CountiesAmerican Bar Association

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the County Counsel brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the County. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the County or continuing to ensure the public confidence in the integrity of the County.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the County is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Commissioners. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Commissioners to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the County to review this process and discuss the County's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the County. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the County with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the County wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the County. A written (anonymous) summary of the reference checks is provided to the County.
- **Conduct Background Checks:** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the County for further review.
- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new County Counsel can be completed in 12 to 14 weeks for a Full Recruitment. A Partial Recruitment can be completed in 10 to 12 weeks, and an Outreach Project can be completed in 4 to 6 weeks following the kick-off meeting. The precise schedule will depend on the placement of advertising on appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads		➤														
Aggressive Recruiting						➤										
Final Filing Date							➤									
Preliminary Screening								➤								
Present Leading Candidates										➤						
Semi-finalist Interviews											➤					
Reference/ Background Checks												➤				
Final Interviews												➤				
Appointment													➤			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

C. Approach

Key Stakeholder Involvement

The Board of Commissioners (Board) on behalf of the County of Clackamas must be intimately involved in the search for a new County Counsel. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Board, other key stakeholders may also be invited to provide input for the development of the candidate profile.

County's Needs

A critical first step in a successful executive search is for the Board to define the professional and personal qualities required of the County Counsel. CPS HR has developed a very effective process that will permit the Board to clarify the preferred future direction for the County; the specific challenges the County is likely to face in achieving this future direction; the working style and organizational climate the Board wishes to establish with the County Counsel; and ultimately, the professional and personal qualities required of the County Counsel.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new County Counsel. We will contact the Board of Commissioners and the newly appointed County Counsel within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates. We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 57% of our executive level placements being people of color and/or female candidates within the past three years.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also seek candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensure that we capture the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

The result is incredibly diverse candidate pools. Our clients have been quite pleased with our process and end results.

D. Cost

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process. We are also providing the fees associated with **Partial (Phase I and II only) and Outreach only services**. Travel expenses for candidates who are invited forward in the interview process are not included.

Professional Fixed Fees*	
Professional Services for Outreach Only	\$10,000
Professional Services for Partial Recruitment	\$20,000
Professional Services for Full Recruitment	\$27,000

**Professional fees for a Partial and Full recruitment would be billed and paid monthly. Professional fees for an Outreach/Advertising project will be billed and paid in full after the completion of the project*

One-Year Service Guarantee

If the employment of the candidate selected and appointed by the County as a result of a **full executive recruitment (Phases I, II, and III)** comes to an end before the completion of the first year of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

E. References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
County of Ventura 800 S. Victoria Ave Ventura CA 93009	Shawn Atin, Assistant County Executive Officer (805) 654-2561 shawn.atin@ventura.org
County Executive Officer (2022) County Counsel (2021)	
Monterey One Water 5 Harris Court, Building D Monterey, CA 93940	Leara Sampson, Employee Services Director (831) 645-4650 leara@my1water.org
Multiple Recruitments (2015 – 2022)	
Metropolitan Transportation Commission 375 Beale Street San Francisco, CA 94105	John Kannegieser, Talent Acquisition Manager (415) 518-1894 jkannegieser@bayareametro.gov
Executive Director (2023) Associate General Counsel (2022) Chief Financial Officer (2022) Senior Counsel (2022) General Counsel (2021)	



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the County of Clackamas in this important endeavor.

Quote Certification Form

QUOTE CERTIFICATION FORM RFQ #2023-70

Submitted by: Cooperative Personnel Services dba CPS HR Consulting
(Must be entity's full legal name)

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

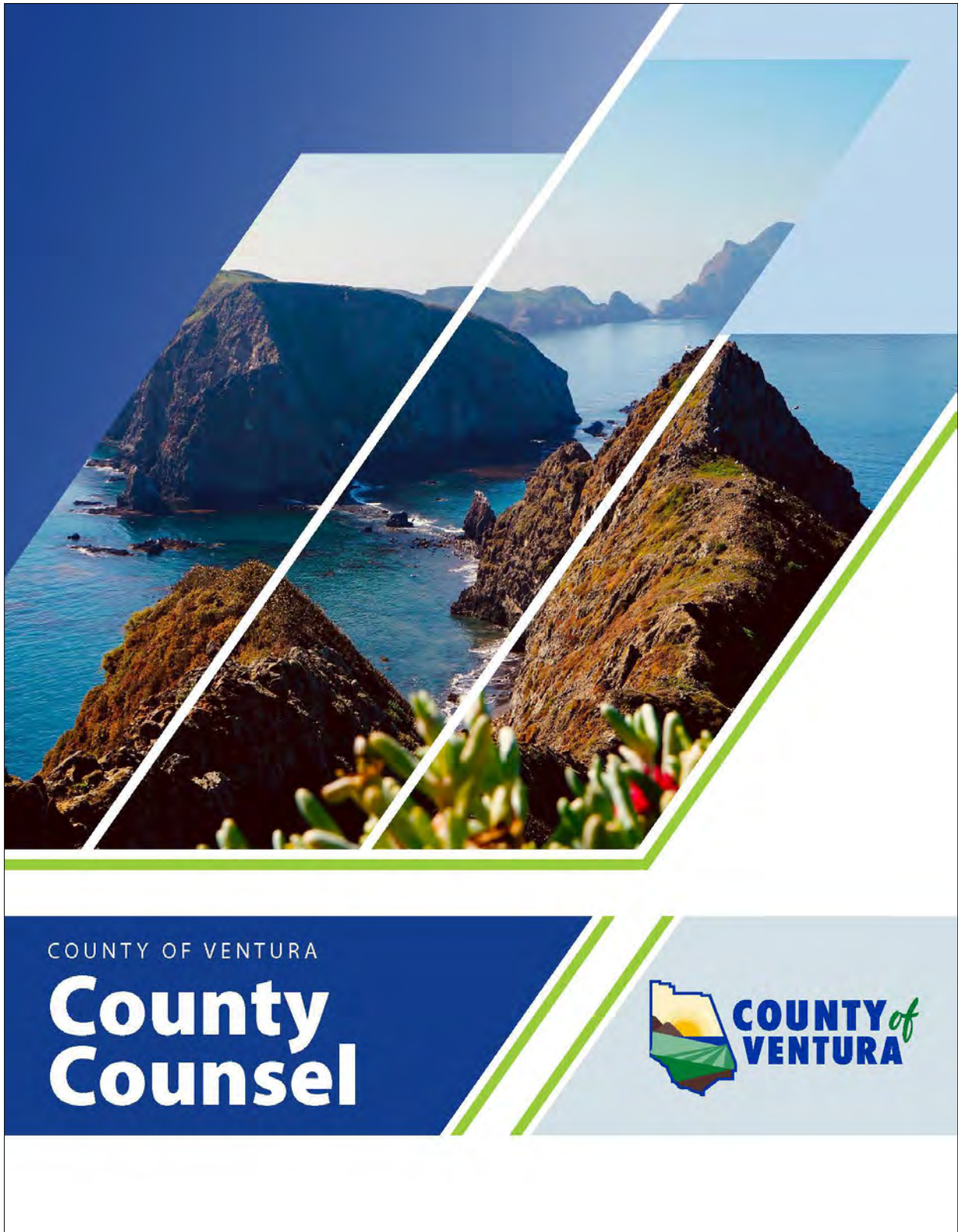
1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Name: Melissa Asher Date: 09/25/2023
Signature: *Melissa Asher* Title: Sr. Practice Leader
Email: masher@cpshr.us Telephone: (916) 471-3358
Oregon Business Registry Number: 578683-91 OR CCB # (if applicable): _____

Business Designation (check one):

- Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company
 X - CA Joint Powers Authority (Government Entity)
 Resident Quoter, as defined in ORS 279A.120
 Non-Resident Quoter. Resident State: _____

Appendix A: Sample Brochure





UNIQUE OPPORTUNITY

This is an exceptional opportunity to lead the legal team of this beautiful southern California coastal county, assisting in the mission, *"To provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy, and vibrant community."*

**Ventura
County**



Known for its quality education, safety, and economic vibrancy amidst stunning geographical diversity, Ventura County is located on the "Gold Coast", approximately 35 miles northwest of Los Angeles and 30 miles southeast of Santa Barbara. The County's nearly 860,000 residents live in ten incorporated cities and enjoy access to beautiful national parks and quality public schools. Offering mountains and rolling hills to sweeping ocean views, the County enjoys a near perfect climate, with an average annual temperature of 74.2 degrees.

Ventura County boasts a large network of early child education centers, award winning public schools and some of the best private schools in the country. From outdoor schools, Montessori or more traditional education models, the County provides families with a large menu of choices for the best educational experience for their children.

The County's 1,873 square miles, with 43 miles of coastline, offer numerous year-round activities ranging from walking on the beach to enjoying a concert in a park, sailing to the Channel Islands or hiking in the Los Padres National Forest. Ventura County is home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza. All of this coupled with a diverse economic base from tourism to agriculture to high-tech enterprises in beautifully planned communities, make the region one of the most desirable areas in Southern California.

— Mission —

To provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy and vibrant community.

— Values —

Build and foster public trust through:

- ◆ Ethical behavior
- ◆ Transparency and accountability
- ◆ Equitable treatment and respect of all constituents
- ◆ Excellence in service delivery

— Guiding Principles —

We focus on serving our residents and business communities by:

- ◆ Adopting carefully considered policies
- ◆ Staying competitive through the implementation of proven practices and the effective use of technology
- ◆ Delivering services in a business and constituent friendly, customer-service driven, cost effective manner
- ◆ Utilizing strategic thinking and action
- ◆ Promoting an action-oriented, empowered, and accountable workforce
- ◆ Planning for and developing programs to meet future needs
- ◆ Operating in a fiscally responsible manner
- ◆ Driving engagement, strategy, execution, and accountability to include diversity, equity, and inclusion initiatives to ensure that all employees are treated with respect and without discrimination, and to improve culturally appropriate outcomes for community members.

Governance

The five-member Board of Supervisors serves as the legislative body for Ventura County and provides policy direction for all branches of county government. Each of the members is elected by District to four-year, overlapping terms. The Board of Supervisors appoints the County Chief Executive Officer who exercises administrative control of the affairs of the County, including financial, budget, and personnel.

The County's proposed FY20-21 total budget is \$2.4 billion and includes more than 9,000 allocated FTEs. The County provides a broad variety of services that includes Airports, Harbor and Hospitals.

To learn more, go to: www.ventura.org



County Counsel

The County Counsel is a County Officer appointed by the Board of Supervisors pursuant to Government Code Section 27640 and 27641 to serve a four (4) year term of office, and is responsible to the Board of Supervisors and the public for the performance of statutory duties. The County Counsel also has been designated as the attorney for the public administrator pursuant to Government Code Section 27643.

The chief legal advisor on civil matters to the Board of Supervisors, County Executive Officer, and to all County agencies and departments; the County Counsel handles the defense and prosecution of all civil litigation in which the County, its officers or agencies are involved, except certain tort matters. The County Counsel is also the legal advisor to several County-related independent agencies, to all special districts of which the Board of Supervisors is the governing body, and to all other special districts to which the office is obligated to provide legal services. The County Counsel also represents Children and Family Services in juvenile dependency trials and appeals, and the Public Guardian in Lanterman-Petris-Short Act (LPS) conservatorship hearings and trials.

The County Counsel's Office has three divisions, 37 full-time equivalent positions, including 25 attorneys, and a proposed FY20-21 budget of \$4.4 million.

Administration: Departmental administration, planning, fiscal management, and personnel services. Supervision of all litigation and advisory efforts. Four full-time equivalent (FTE) attorneys, one FTE administrative services director and nine FTE non-attorney staff. Provide office management and administration, and supervision of attorney work product.

Children & Family Services: Represent and advise Human Services Agency (HSA), Children and Family Services on all juvenile dependency matters. Five full-time equivalent attorneys devoted exclusively to representing HSA in juvenile dependency matters. Other attorneys are assigned to provide support for this program as needed.

Advisory/Litigation: Provide advice and litigation representation for the County and related special districts for all civil matters, except in certain tort and specialized cases. Sixteen full-time equivalent (FTE) attorneys and two FTE civil law clerks provide advice and litigation representation for the County. While the County Counsel is the legal advisor for all civil matters, the County traditionally contracts with outside counsel for specialized areas, including most torts and workers' compensation claims.

It is expected that the next County Counsel will possess:

A thorough knowledge of: the functions and organization of County government; the canons of professional ethics of the American Bar Association and related provisions of the California State Bar Act; legal principles and their application, rules and evidence and the conduct of court proceedings; legal research methods; and the principles of administration and supervision.

A working ability to: organize and direct the activities of the County Counsel's Department; accumulate and determine material facts; analyze difficult and complex legal problems; perform exhaustive legal research for principles of law, applicable statutes and cases in point; apply legal rules and principles; present statement of fact and argue logically and clearly both orally and in writing; view legal problems in the perspective of the many inter-related factors rather than as a single case; draft legal instruments and opinions; win the confidence and respect of members of the legal profession, public officials and other persons contacted in the work.



Why you want to join Ventura County:

- Exceptional supportive organizational culture based on collaboration and mutual respect with long-term, committed leadership.
- The challenge of complex issues and opportunity to assist the Board of Supervisors in making impactful, well-informed decisions.
- Opportunity to lead an outstanding team of dedicated, knowledgeable attorneys and staff.
- Stunning California locale from mountain vistas to sparkling beaches.
- Highly regarded cities and communities that offer excellent educational, recreational, and cultural choices and activities.



The Ideal Candidate

The ideal County Counsel will be a strong generalist legal professional who is well-versed in public law with experience in transactional/advisory work in a mid-large size public agency. The successful candidate will be transparent, highly ethical and possess a proven track record for providing sound and practical legal advice on a range of topics relating to local government. The next County Counsel possesses the political aptitude to anticipate issues of concern, is a creative problem-solver resourceful in ascertaining information quickly and is adept at finding a path through difficult issues. Exceptional communication skills – both written and verbal – and the ability to present technical information in an easily understood manner are essential. The Board of Supervisors is ultimately seeking servant leaders who engender the principles that County Counsel works for the Board as a whole and that the role of County Counsel is to provide impartial, non-policy driven recommendations based on the law.

The County's proposed FY20-21 total budget is \$2.4 billion and includes more than 9,000 allocated FTEs. The County provides a broad variety of services that includes safety and social services as well as two hospitals and a large health care system, plus two airports and a harbor.

In addition to the qualifications previously stated, desirable competencies and characteristics include:

- Maintains very high ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others and does not compromise under pressure.
- Previous exposure to legal issues around healthcare, disaster recovery and oil production.
- Strong negotiating skills and experience working with politically sensitive issues.
- Expertise in California public meeting law and labor law.
- Experience with complex litigation and the management of contracts with outside counsel.
- A strong leader who values the input and expertise of staff, supports professional development and fosters an internal culture of open communication, trust and accountability.

Education and Experience

Graduation from an accredited law school. Desirable professional experience would include at least five (5) years of experience in the field of public law pertaining to county government, with extensive administrative and organizational responsibility. Active membership in the California State Bar is a requirement of this position.

Compensation & Benefits



The County of Ventura offers an attractive compensation and benefits package. The current annual base salary for the General Counsel is **\$280,906**, which increases 2.5% on December 27, 2020 and an additional 2% on December 26, 2021. The County Counsel will also be eligible for the following:

Pension Plan – Employee and the County both contribute to the County’s Retirement Plan and to Social Security. Retirement plan contributions vest immediately in the Ventura County Employees’ Retirement Association (VCERA) account and the County’s Defined Retirement benefits vest after five (5) years of service. If eligible, new employees may establish reciprocity with other public retirement systems such as CalPERS.

Health Plans – Medical, dental and vision plans for employee and dependents. Employees are afforded a flexible credit allowance of up to \$16,692 annually to use toward plan elections.

Flexible Spending Accounts – Employees may increase their spending power through reimbursement with pre-taxed dollars for IRS approved dependent care and health care expenses.

Deferred Compensation – Employees are eligible to participate in the County’s 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on 401(k) contributions.

Executive Administrative Leave – Accrues at a rate of 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service. *Credit for prior public service may be considered (Sec. 616A).

Leave Redemption – The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours.

Holidays – 11 paid days per year that includes a scheduled floating holiday.

Car Allowance – \$575 per month.

Educational Incentive – Those with graduate degrees not required for the position, may qualify for up to an extra 5% in salary.

Miscellaneous Benefits – County-paid membership in professional organizations (related to position); Disability Plans; Employee Assistance Program; Life Insurance; Tuition Reimbursement; Benefit Reimbursement Program; and a Wellness Program.

Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your application that includes resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process). Resume should reflect years and months of employment, beginning/ending dates, as well as size and budgets of organizations you have served.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/jobDetail?ID=1711>

For further information contact:
Pam Derby
CPS HR Consulting
(916) 471-3126
E-mail: pderby@cpshr.us
Website: www.cpshr.us



Selection Process

Resumes and letters of interest will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the Board of Supervisors. An appointment to the position will be made following comprehensive reference and background checks to be coordinated with the successful candidate.