

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.26
(ID # 13642)**

MEETING DATE:
Tuesday, October 06, 2020

FROM: HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Selection of Executive Recruiting Firm to Conduct Nationwide Recruitment for County Executive Officer; All Districts [Total Cost \$50,000] 100% Executive Office Budget

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the selection of CPS HR Consulting to conduct a nationwide recruitment for the position of County Executive Officer.
2. Direct CPS HR Consulting to utilize the attached job classification description as formal identification of the desired basic characteristics and qualities that candidates for County Executive Officer should possess, and any other experience, expertise, characteristics or qualities that the BOS wants to see in candidates as direct by the Board.

ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 10/2/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED to approve recommendation number 1 to approve the selection of CPS HR Consulting to conduct a nationwide recruitment for the position of County Executive Officer, IT WAS FURTHER ORDERED to create an Ad Hoc Committee and appoint Supervisor Perez and Supervisor Spiegel to the committee to work with CPS HR Consulting on the details and qualifications for the candidate search.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: October 6, 2020
xc: HR, Supvr. Spiegel, Supvr. Perez

Kecia Harper
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 50,000	\$ 0	\$ 50,000	\$ 0
NET COUNTY COST	\$ 50,000	\$ 0	\$ 50,000	\$ 0
SOURCE OF FUNDS: Executive Office Departmental Budget (100%)			Budget Adjustment:	No
			For Fiscal Year:	2020-21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The current County Executive Officer, George Johnson, has announced his intent to retire from the County effective December 2020. In anticipation of his retirement, the County of Riverside will initiate a nationwide recruitment to search for highly qualified candidates for the Board of Supervisors to consider for the role of County Executive Officer.

The Human Resources recruiting team conducted an internal evaluation of all executive recruiting firms currently on contract with the County and requested references from recent clients of the firms to determine the firm(s) most suited to handle this recruitment. Based on the results of that evaluation, Human Resources recommends engaging CPS HR Consulting to conduct this recruitment.

Attachment A includes the specifications for classification 74261 County Executive Officer. The Board of Supervisors may direct CPS HR Consulting to utilize this classification specification as the basis for determining the experience, expertise, characteristics and/or qualities the Board desires to see in potential candidates.

Additional Fiscal Information

The price quoted by CPS HR Consulting for conducting this nationwide recruitment for County Executive Officer is \$24,000. Human Resources staff estimates an additional \$26,000 may be needed to cover miscellaneous recruiting costs and candidate travel expenses, so the total estimated cost to conduct this nationwide recruitment is up to \$50,000.

Contract History and Price Reasonableness

On July 14, 2020, agenda item 3.11 authorized the execution of a service Agreement between the County of Riverside and CPS HR Consulting for the provision of executive search services.

Prior to this execution of this Agreement, Riverside County Purchasing and Fleet Services Department released a Request for Proposal (RFP), HRARC-080, on behalf of the Human Resources Department soliciting proposals from Executive Search Firms. The RFP was sent to ninety-two (92) potential bidders and was advertised on the Purchasing website. Thirteen (13)

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bid responses were submitted in response to the RFP; two were disqualified due to incomplete submittals. The proposals were reviewed by an evaluation team made up of personnel from the Human Resources Department. Each bid response was evaluated based on the criteria set forth in the RFP: overall response to the RFP requirements; bidder's experience and ability; overall cost to the county; references with demonstrated success with similar work to the Scope of Service; financial status; clarifications, exceptions or deviations, and' credentials, resumes, licenses or certifications.

Based on the overall technical score of the bidders' responses, and each bidder's availability to provide services in various job classifications throughout the county, all eleven qualified responding bidders were selected to provide the services for the county and subsequently entered into contract with the County for such services. CPS HR Consulting was one of those 11 firms and is currently under contract with the County.

ATTACHMENTS:

ATTACHMENT A – Class Specification 74261 – County Executive Officer


Megan Gomez, Assistant

10/2/2020


Gregory L. Priamos, Director County Counsel

10/2/2020



COUNTY EXECUTIVE OFFICER

Class Code:
74261

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: Aug 1, 1996
Revision Date: Aug 28, 2008

SALARY RANGE

\$126.36 - \$198.96 Hourly
\$21,901.76 - \$34,485.53 Monthly
\$262,821.10 - \$413,826.40 Annually

CLASS CONCEPT:

Under administrative direction, to act as agent of the board in coordinating the administrative activities of the county government; to analyze and recommend the county budget; to plan, organize and direct the work of the administrative office; to conduct administrative studies of county operations and procedures and to prepare recommendations for the Board of Supervisors; and to do other work as required.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the Board of Supervisors.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Acts as an agent of the Board of Supervisors to insure that administrative policies and programs are carried out by departments.
- Directs the analysis and evaluation of annual and supplementary budget requests of all county departments and special districts.
- Directs the preparation of budget recommendations to the Board of Supervisors.
- Directs the continuous review of county expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Board policy and makes recommendations to the Board.
- Directs the development of budget procedures and schedules and advises department heads on budget policies and procedures.
- Coordinates long term capital project programming.
- Attends meetings of the Board of Supervisors and makes recommendations on administrative and budgetary matters.
- Plans, organizes and directs the work of the executive office.
- Selects, trains, and evaluates the performance of the technical and clerical staff.
- Analyzes and recommends policies and procedures for the orderly conduct of the County's administrative affairs.
- Directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Board.
- Directs the collection, analysis and interpretation of data on departmental activities and coordinates administrative policy with departmental activities.

- Directs the analysis and projection of long-range systems needs for the County.
- Directs the planning on a County-wide basis for the coordinated development of major systems.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with major coursework in public or business administration, political science, economics, or related field.

Experience: Five years of progressively responsible experience in a management or administrative capacity in public or private employment, involving responsibility for planning, organizing, and execution of varied work programs, including three years of responsible supervisory experience.

Knowledge of: Modern principles of public administration, organization, and management; modern office methods and procedures; administrative survey principles and techniques; principles and practices of governmental budgeting; current social, political, economic, and scientific trends; principles of effective public relations.

Ability to: Plan, organize, direct and evaluate the work of a technical and clerical staff; analyze and make recommendations on administrative and technical problems; prepare and present comprehensive reports and recommendations; establish and maintain effective relationships with public officials, administrators, employees and the public.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.