Executive Recruitment Process Update

Presentation to Sheriff's Department Oversight Board November 4, 2022





STEPS TO EXECUTIVE RECRUITMENT

Step 1



Request for Proposals

Commission requests proposals from approved list of Executive Search Firms Step 2



Review and Selection of the Firm

Commission reviews proposals and selects a Firm

Step 3



Candidate Profile for Recruitment

Firm prepares the profile of the "ideal candidate" for Commission approval with input, as requested, from a variety of sources. Step 4



Recruitment and Outreach

Upon approval Firm begins recruitment and outreach, providing progress reports.

Step 5



Presentation of Candidates

Firm establishes the list of qualified candidates for Commission consideration. Step 6



Candidate Interviews

Selected candidates invited to participate in selection interview(s) to determine finalists. Step 7



Vetting of Finalists

Firm completes initial vetting of all finalists.

Step 8



Selection of New Director

Option 1: Executive Recruitment Firm

- DHR received one proposal to conduct the executive search for the Inspector General
- **Bob Murray & Associates**' recruiters are specialists in finding a positive placement, providing security and fairness to candidates and clients while ensuring the integrity of the search process. 30+ Years of Experience
- STEP 1: Develop the Candidate Profile
- STEP 2 Design and Distribute the Brochure and Advertisements
- STEP 3 Recruit Candidates
- STEP 4 Screen Candidates
- STEP 5 Conduct Preliminary Interviews (typically 10 15)
- STEP 6 Search Public Records
- STEP 7 Make Recommendations (typically 6-8)
- STEP 8 Facilitate Final Interviews with Commission
- STEP 9 Conduct Background and Reference Checks (Up to 3)
- STEP 10 Assist in Negotiations (in partnership with DHR)



Option 1: Bob Murray and Associates

- Similar recruitments:
 - Orange County, CA
 - Executive Director, Office of Independent Review
 - County of Sacramento, CA
 - Inspector General
 - County of Sonoma, CA
 - Director, Independent Office of Law Enforcement Review
 - City of Fresno
 - Independent Reviewer
 - Bay Area Rapid Transit
 - Independent Police Auditor
- Proposed cost = \$60,000 + up to \$15,000 for reimbursable items
- Proposed timeline = 13-16 weeks to from date of first meeting with Board



Option 2: Work with DHR to Conduct Recruitment

- Working with DHR's internal team
- Recent executive recruitments includes Planning Director and Mayor's Office of Housing and Community Development Executive Director
- Timeline has been 5 6 months from kick-off
- Estimated cost will be based on actuals, likely \$40,000 - \$50,000



STEPS TO EXECUTIVE RECRUITMENT

Step 1



Request for Proposals

Commission requests proposals from approved list of Executive Search Firms Step 2



Review and Selection of the Firm

Commission reviews proposals and selects a Firm

Step 3



Candidate Profile for Recruitment

Firm prepares the profile of the "ideal candidate" for Commission approval with input, as requested, from a variety of sources. Step 4



Recruitment and Outreach

Upon approval Firm begins recruitment and outreach, providing progress reports.

Step 5



Presentation of Candidates

Firm establishes the list of qualified candidates for Commission consideration. Step 6



Candidate Interviews

Selected candidates invited to participate in selection interview(s) to determine finalists. Step 7



Vetting of Finalists

Firm completes initial vetting of all finalists.

Step 8



Selection of New Director

Questions