

MEMO

MEETING DATE

MAR 30 2011

AGENDA ITEM

8

Date: March 30, 2011

To: CCCERA Board of Retirement

From: Marilyn Leedom, Chief Executive Officer

Subject: Deputy Chief Executive Officer (DCEO) Recruitment

Recommendation: Authorize Staff to Contract with a Professional Recruitment Firm to Identify and Pre-screen Candidates, and Assist in the Recruitment for Deputy Chief Executive Officer Position

Two key aspects of administering public service systems that operate in perpetuity are succession planning and historical knowledge retention. CCCERA is facing serious issues in both these respects.

1. Two of our most experienced managers, both the Benefits Manager and the Accounting Manager will be retiring in the very near future. Our Accounting Manager has already given notice that March 30, 2011 will be his last day as a permanent employee at CCCERA. We are working with County Human Resources to effect recruitments for those positions.
2. Our Deputy Chief Executive Officer position is vacant. Combined with the Accounting and Benefits Manager positions, three crucial, executive level positions need to be filled expeditiously.

CCCERA has managed exempt position recruitments internally in the past. However, this process has been time and labor intensive. The workload for our existing employees at all levels is increasing as system members at large make decisions about their futures. In the interests of efficiency, a prudent course to successfully identify qualified candidates for the DCEO position is by retaining an experienced executive search firm.

After discussion with the Board Chair, and in the interests of expediently filling the vacant position, CCCERA issued a Request for Information to professional recruiting firms.

I respectfully request the Board of Retirement authorize staff to contract with a professional recruitment firm after review of Letters of Interest (RFI) to Identify and Pre-screen candidates and assist in the recruitment for Deputy Chief Executive Officer.