



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Mark Danaj

**SUBJECT: ADOPTION OF STATEMENT
OF POLICY AND QUESTIONS
FOR PROSPECTIVE
RETIREMENT DIRECTOR**

DATE: 05-29-07

Approved

Ray Winer

Date

6/6/07

RECOMMENDATION

It is recommended that Council adopt a Statement of Policy and City Council Questions related to the selection of a new Retirement Director as described in this memo, in compliance with City Charter Section 411.1.

BACKGROUND

In December 2001, the City Council adopted a process for Council confirmation of department head appointments, in compliance with City Charter Section 411.1. The process requires that the Council, prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the Charter's requirements, adopt a statement of policy for the department involved, along with proposed questions for the Council to present to the prospective appointee.

At the direction of the City Manager, Human Resources staff is coordinating the efforts of an executive search firm, Avery Associates for this recruitment. Council adoption of the Statement of Policy and Council questions will frame the task of creating a profile for the ideal candidate for the position.

ANALYSIS

Once the profiles are completed, the consultant firm will conduct a nationwide recruitment for qualified candidates. The City Manager will then conduct an interview process guided by the input provided by Council through its adoption of the attached documents. At the conclusion of that process, the Manager will present a proposed appointee for Retirement Director to Council for consideration at Closed Session, along with written answers to the questions adopted by

Council as part of this action. If Council confirms the nominee, the appointment would be formally approved at that afternoon's Council meeting.

The proposed Statement of Policy reflects the department's mission and core services as proposed for approval by Council as part of this year's budget process. The proposed broad goals, objectives, and aspirations for each department were developed based on previous Council direction and key issues facing each department.

The proposed Council Questions reflect those adopted for the most recent department head hiring processes. Further questions specific to the Retirement Department may be added, and of course, Council members will be able to ask further questions of the proposed appointee in the Closed Session.

PUBLIC OUTREACH

Outreach will occur through selected focus groups and other forms of public involvement in the hiring process.

COORDINATION

This memo has been coordinated with the City Manager's Office and the Retirement Department.

COST IMPLICATIONS

None

CEQA

Not a project.


MARK DANAJ
Director, Human Resources

Attachments

If you have any questions, please contact Mark Danaj at 975-1475.



STATEMENT OF POLICY

Retirement Department

Department Mission

Provide quality services in the delivery of pension and related benefits and maintain financially sound pension plans.

Core Services

Administer Retirement Plans--Implement policies and procedures to deliver retirement benefits and maintain the retirement plans.

Council Policy

Council policy as to performance measures, resource allocation, and project delivery is contained in the 2006-07 Adopted Operating Budget, and the 2006-07 Adopted Capital Budget/2004-08 Capital Improvement Plan.

Other proposed broad goals, objectives, and aspirations include:

- Deliver retirement benefits to retired employees and market the retirement plan to active and future employees.
- Maintain a fiscally sound investment of assets in the retirement plans.

CITY COUNCIL QUESTIONS
DEPARTMENT HEAD HIRING PROCESSES

1. Please describe your education, experience, and accomplishments, and explain how they prepare you for this position.
2. The Statement of Policy for the department lists the Council's approved goals, objectives, and aspirations. Please explain, in general terms, your planned approach to these issues.
3. If there any other major challenges you see for the department, please describe your planned approach to dealing with them.
4. What is your plan for ensuring that you maintain good communication with the Mayor and City Council members? What is your plan for maintaining good communication as to your department's services and activities with the general public?
5. San José is a city that enjoys a strong economic base, tremendous diversity, and the lowest big city crime rate in the country. At the same time, we face the need to strengthen our neighborhoods, continuously improve the services we provide, and grow wisely. How do you see yourself and this department contributing to successfully meeting those challenges?
6. Who do you see as the department's customers?
7. What standards would you like to have in place to measure performance of the department in providing timely, efficient, and informative service to its customers?



Memorandum

Chuck Reed

TO: City Council

FROM: Mayor Chuck Reed

**SUBJECT: APPOINTMENT OF DISTRICT
4 COUNCILMEMBER-ELECT
KANSEN CHU**

DATE: June 6, 2007

APPROVED:

DATE:

RECOMMENDATION

Based on the District 4 election results of the June 5, 2007 special election, and on the expectation that the results will be certified by the Registrar of Voters, I recommend the City Council appoint Councilmember-Elect Kansen Chu to the City Council to fill the vacant District 4 seat for the remainder of the term that ends December 31, 2008.

I ask the City Council to join me in welcoming the new member from Council District 4.