



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Mark Danaj

SUBJECT: PRESENTATION OF EXECUTIVE
SEARCH FIRMS FOR INDEPENDENT
POLICE AUDITOR

DATE: June 1, 2009

Approved

Christine J. Shippig

Date

6/12/09

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Based on previous Council direction to retain an executive search firm for recruitment of the Independent Police Auditor (IPA), Human Resources is bringing forward the following alternative recommendations:

- (a) Direct staff to negotiate and execute a contract with Avery and Associates to conduct the search for the City of San José Independent Police Auditor (IPA) position based on the a desire to start anew with this recruitment process, and the criteria of performance, references and expertise.
- (b) Direct staff to negotiate and execute a contract with Bob Murray and Associates based on the criteria of performance, references, expertise with similar recruitments, as well as their willingness to conduct a new search without an additional professional fee.

OUTCOME

Based upon the Council's recommendation, Human Resources will develop a contract with the selected recruitment firm, and work with that firm to develop a specific work plan and timeline for the IPA recruitment.

BACKGROUND

On April 28, 2009, Mayor Reed authored a memo recommending a process for selection of the Independent Police Auditor. Per that memo, the City Council would be considering the retention of a recruiting firm at a regularly scheduled meeting. The Human Resources Department maintains a list of qualified executive search firms based on a Request for Qualifications process conducted previously. Each time we have a need to engage a firm in an executive recruitment

we send a request for a quote out to 5 of these qualified firms, ensure we receive at least 3 responses, and evaluate the responses based on the following criteria: experience with similar searches; past record with the City; cost; availability; local/small business status.

ANALYSIS

The request for quote for the Independent Police Auditor recruitment was sent to the following 5 search firms: Alliance Resource Consulting, Avery and Associates, Bob Murray and Associates, CPS Human Resource Services, and Teri Black and Company. All responded with the exception of Teri Black and Company, who stated their reason for not submitting was just a matter of timing and workload for their firm. Three of the four submittals reference previous experience with this specific type of position, however, all presented experience with similar positions in the area of public safety or audit. All four of the firms have worked with the City previously, and have performed satisfactorily. Only Avery qualifies for preference as a local business.

Based on previous experience working with all of the four firms, it is Human Resources assessment that Avery possesses a particular strength in development of candidate profiles, candidate screening and back grounding. Although all firms provide these services, Avery has a particular methodology that would prove beneficial in the IPA process. Bob Murray conducted a satisfactory search in the previous process from the perspective of number and quality of qualified applicants, and having conducted the search for City of San Francisco, Director of Office of Citizen Complaints have strong contacts in this field. Therefore, we feel either firm is qualified, and would conduct a high-quality search for the IPA position.

Please see the chart below for a summary of the firms proposed costs, and experience:

Firm	Professional Fee	Expenses	Total	Previous experience with Police Auditor or other like recruitments
Alliance	\$16,000	\$9,000	\$25,000	City of Eugene, OR, Police Auditor
Avery	\$18,900	\$7,900	\$27,800	N/A
Bob Murray	\$0 ¹	\$6,900	\$6,900	City and County of San Francisco, Director of Office of Citizen Complaints
CPS	\$16,750	\$8,000	\$24,750	City of San Jose, Independent Police Auditor (2004)

EVALUATION AND FOLLOW-UP

Once the Council decides upon a search firm, Human Resources will coordinate with the City Attorney's Office to contract with that firm in order to conduct this recruitment, and work with them to bring forward to Council for approval the selection timeline, candidate profile, application and a conflict of interest questionnaire. This will be brought forward at the first meeting in August.

¹ Bob Murray and Associates has agreed to conduct a new nationwide search under their original contract, based on the unsuccessful placement of a candidate from the first search.

PUBLIC OUTREACH/INTEREST (Mandatory)

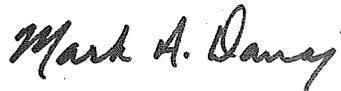
- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This memo has been coordinated with the City Manager's office, Human Resources and the Attorney's office.

CEQA

Not a project.



MARK DANAJ
Director, Human Resources Department

For questions please contact Heather Ruiz, Deputy Director, at (408) 975-1439.