



COUNTY OF LOS ANGELES  
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY  
DIRECTOR OF PERSONNEL

December 2, 2005

To: Each Supervisor

From: Michael J. Henry *Michael J. Henry*  
Director of Personnel

Subject: **RECRUITMENT FOR EXECUTIVE OFFICER, BOARD OF SUPERVISORS**

The filing period for the position of Executive Officer, Board of Supervisors closed on November 29, 2005. A total of 23 resumes were received and eighteen (18) candidates meet the Minimum Requirements (MRs).

We are currently conducting an in-depth evaluation of the resumes of the candidates who meet the MRs to identify the more highly qualified candidates. Upon completion of the Assessment Panel Review, we will provide each Supervisor with a list of names of the most highly qualified candidates no later than January 2006, and simultaneously commence background investigations and reference checks. We will also request to schedule a Closed Session for your Board to interview the most highly qualified candidates.

If you have any questions, please call me.

MJH:STS  
LH:ck

c: Chief Administrative Officer