# COUNTY OF LOS ANGELES
## DEPARTMENT OF HUMAN RESOURCES
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**MICHAEL J. HENRY**
DIRECTOR OF PERSONNEL


May 13, 2004

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **PRESS INQUIRY REGARDING COUNTY COUNSEL RECRUITMENT**

Robert Greene of the *Los Angeles Weekly* called my office on May 12, 2004 regarding the recruitment for County Counsel. Mr. Greene's questions focused primarily on the process for the recruitment. Attached are his specific questions and the responses provided by a Senior Human Resources Manager in my office.

If you have any questions, please call me.

MJH:REB
PS:amb

Attachment

c: Chief Administrative Officer
Executive Officer, Board of Supervisors

i/executive recruitment/county counsel/memo to each supervisor may 13

**County Counsel Recruitment**
***Los Angeles Weekly* Questions/Department of Human Resources Responses**

Question: "Is it typical in Department Head recruitments for the Board to select a panel to assess candidates?"

Response: "I don't have any statistics, but I know there have been other occasions where each Supervisor has provided names."

Question: "I understand that the last time the recruitment was conducted, each Supervisor selected one of their deputies to conduct the assessment interviews. Can you confirm that?"

Response: "Yes, that is correct."

Question: "Why did the Board change their approach regarding the Assessment Panel members for the current recruitment?"

Response: "I do not have that answer."

Question: "Can you confirm that the Assessment Panel interviewed 7-8 candidates?"

Response: "8 names were referred to the Assessment Panel."

Question: "Can you confirm that Richard Barger, Ken Brown, Keith Comrie, Robert Hertzberg, and Judge Thomas Thompson were the Assessment Panel members?"

Response: "Yes, those are the names of the Assessment Panel members."

Question: "Have the panel members concluded their function?"

Response: "That all depends on whether the Board selects a candidate from the names forwarded to them."

Question: "Meaning that if they don't, the panel could interview additional candidates?"

Response: "That is correct."

Question: "I heard that 1 candidate withdrew from the process. Can you confirm that?"

Response: "2 candidates withdrew from the process."

Question: "I heard that there were 55 applicants. How were the 8 identified?"

Response: "Through a screening process to determine who met the minimum requirements, etc."

Question: "Then the Department of Human Resources made the determination?"

Response: "There was also a Qualifying Screening Panel."

Question: "Who was on that panel?"

Response: "Let me check to see if those names have been released and I will get back to you."

Question: "Does the Board set the salary for the selected County Counsel candidate and is that done in Closed Session?"

Response: "Typically, the Board would interview candidates, make their selection and instruct the Director of Personnel to negotiate a salary. The Director of Personnel would then develop a Board letter with a salary recommendation and it would be placed on the Board's agenda."

Question: "When will the Board be conducting interviews?"

Response: "I believe they are targeting the week of June 21, 2004."

(NOTE: After consultation with the Director of Personnel, I called Mr. Greene back on May 13, 2004 and left a voice message that the Qualifying Screening Panel members were selected by the Department of Human Resources to review the resumes of all candidates and that the names of the Qualifying Screening Panel members are David Janssen, Chief Administrative Officer, County of Los Angeles; Michael J. Henry, Director of Personnel, County of Los Angeles; Kurt Peterson, Managing Partner at Reed, Smith & Crosby; Ann Ravel, County Counsel for Santa Clara County; and Kevin Reed, Lead Counsel, Office of the General Counsel, Los Angeles Unified School District.)