COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 1, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

RECRUITMENT FOR CHIEF EXECUTIVE OFFICER
(3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Instruct the Director of Personnel to execute a contract, approved as to form by County Counsel, with the search firm of Ralph Andersen and Associates in the amount of $65,000 for professional fees and any as-needed, out-of-pocket expenses required to conduct a nationwide executive search for the position of Chief Executive Officer.

2. Pursuant to Section 2.06.010B, instruct the Director of Personnel to maintain the confidentiality of all applicants and information obtained about them until instructed by your Board to make such information public and keep the recruitment open until a candidate is appointed.

3. Authorize the use of the Housing Relocation Program (temporary living and moving expenses), subject to Board approval, and an area orientation firm for out-of-area candidates, as relocation incentives for the position of Chief Executive Officer.

4. Authorize all recruitment expenses to be paid out of existing funds from the Chief Administrative Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Mr. David E. Janssen retired from County service as Chief Administrative Officer effective January 16, 2007 and returned to perform the duties of this position on a temporary basis. The Chief Executive Officer position is critical to the operation of County government and must be filled on a full-time permanent basis. To ensure this position is filled in an efficient and expeditious manner, we recommend that the Board instruct the Director of Personnel to conduct a nationwide search for a new Chief Executive Officer utilizing the services of an experienced executive search firm.

Ralph Andersen and Associates has expertise in similar recruitments that will enable the firm to identify qualified candidates for this position. In this effort, advertisements will be placed in various publications and websites, and telephone canvassing and direct mailing will be utilized to broaden dissemination of the availability of this position. To comply with the County's equal employment opportunity program, the search firm will also send targeted recruitment notices to minority and female organizations to encourage qualified minority and female candidates to apply.

Implementation of Strategic Plan Goals

This recruitment is in conformance with the County of Los Angeles Strategic Plan's Workforce Excellence Goal to enhance the quality and productivity of the County workforce.

FISCAL IMPACT/FINANCING

The cost associated with this recruitment is already included in the adopted 2006-07 Chief Administrative Office budget. The cost for this contract includes a set professional fee of $65,000 and reimbursement of the firms' out-of-pocket expenses such as advertisement, postage related to direct mailing, and travel-related costs required to conduct interviews with candidates. The out-of-pocket expenses will only be reimbursed if costs are incurred.

Because we expect applications from several qualified out-of-area candidates, we are requesting your authorization to use the Housing Relocation Program (temporary living and moving expenses) and an area orientation firm, subject to your approval, as incentives for the Chief Executive Officer position. All expenses, including the costs related to recruitment and selection activities will be paid from existing funds in the Chief Administrative Office.

FACTS AND PROVISIONS

Pursuant to County Code Section 2.06.010B your Board waived provisions contained in Sections 2.06.030 and 2.06.040 regarding this recruitment. The contract with Ralph Andersen and Associates will be for the recruitment of a new Chief Executive Officer. The search firm will continue its recruitment activities throughout the term of the contract until a well-qualified candidate has been appointed. The contract will contain the County's standard provisions regarding the Contractor's obligations and will be in compliance with all Board, Chief Administrative Office and County Counsel requirements.

CONTRACTING PROCESS

The recommended executive search firm has been selected from qualified agencies through a competitive proposal process.

IMPACT ON CURRENT SERVICES

There will be no impact on current services provided by the Chief Administrative Office. Appointment of a permanent Chief Executive Officer will provide for consistent oversight of County operations in the future.

Respectfully submitted,

MICHAEL J. HENRY
Director of Personnel

MJH:ADC
SBH:LH

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors