

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

July 11, 2019

ITEM 7a

APPROVAL OF FIRM TO CONDUCT RECRUITMENT OF THREE ADMINISTRATIVE POSITIONS: DISTRICT FINANCE AND BUSINESS MANAGER, DISTRICT CLERK OF THE BOARD AND OFFICE ASSISTANT

SUMMARY

The approved Fiscal Year 2019/20 budget includes funding for three part-time positions:

- **District Clerk of the Board** (\$40 per hour)
- **Office Assistant** (\$23 per hour)
- **District Finance and Business Manager** (\$62 per hour)

These positions, pay levels, and job descriptions were approved at the August 9, 2018 meeting of the Board of Directors. The positions were then included as part of the 2019/20 budget. The budget also included \$15,000 for a professional recruitment firm to recruit and develop a process to fill the positions.

Two firms submitted proposals: Koff & Associates of Berkeley, California and MRG, LLC of Wilton, California. Copies of both proposals are included in the agenda packet. An additional firm expressed an interest in conducting the recruitment. However, their informal proposal substantially exceeded the budget; Koff & Associates proposed \$14,000 and MRG.LLC proposed \$15,000. Both firms have experience in public sector recruiting.

Although both firms would likely do an excellent job, the Koff & Associates proposal is more thorough and detailed, in addition to being below budget.

RECOMMENDATIONS:

Authorize the General Manager to hire Koff & Associates to conduct a recruitment for the three noted positions for a total fee of \$14,000; any agreement should be reviewed and approved by the General Counsel prior to finalization.

FISCAL IMPACT:

\$15,000 has been included in the Fiscal Year 2019/20 budget to conduct these recruitments

ATTACHMENTS:

Koff and Associates – Recruitment and Strategy

Koff and Associates – June 27, 2019 email

Koff and Associates – June 25, 2019 email

MRG, LLC – Recruitment Services

MRG, LLC – Responses to Questions

SUBMITTED BY: Anthony Constantouros, General Manager