

Hi Tony,

Thank you for following up! We have provided the answers to your questions below.

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1. Who in the firm would handle each recruitment? [Erica Greenberg](#)
2. What is the experience of the assigned individual with public recruiting and recruiting the specific positions? [Erica has 10 years of public recruiting. She has experience hiring in administrative level positions, at various ranges; Police non-sworn personnel; and positions that support boards as well as various positions in a City Clerk's office.](#)
3. What would be the general recruitment plan (advertising, publications, websites, professional associations, etc.) for each of the positions? [We would meet to develop a recruitment plan; what you are looking for in the positions and to get history of the position and past processes. We will then determine where it would be best to advertise \(based on the District advertising budget\). We will post on the MRG LinkedIn page and MMANC, and any social media the District may have. If a budget supports additional outside advertising, we can post on popular government job sites, like "Government Jobs" or "CalOpps"; we can then drill down to specific sites for those that we may have to do a specific outreach, for example the Clerk](#)

of Board and use either IIMC or CCAC. Depending upon the experience, we could also reach out to local college and university alumni for the District Admin position.

4. What is your projected timeframe from start to finish, identifying the specific schedule for main activities? The projected timeframe for the admin position may take under 10 weeks from start to finish as that would have a quicker response and more applicants. The recruitment process typically takes 10-12 weeks. Main activities are as follows:
 - a. Meet with General Manager to finalize recruitment plan
 - b. Review position duties, develop posting and flyer, if applicable
 - c. Advertise in appropriate locations
 - d. Review and screen resumes: 15/resumes per hour; can be impacted by review of other documents or supplemental questions, for example.
 - e. Move forward “best fit” applicants for interviews; phone screen
 - f. Assist with onboarding as needed
 - g. Debrief process and provide suggestions for future improvement

MRG estimates 15 hours per recruitment. The time spent on each recruitment will vary due to overlapping tasks (which will require less time) and more time spent on targeting the market for a more specific recruitment (which may take a little more time).