



METROPOLITAN  
TRANSPORTATION  
COMMISSION

**Agenda Item 5**

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Policy Advisory Council;

DATE: October 3, 2018

FR: Courtney Ruby, Director, Administration and Facilities

RE: Overview of MTC's Executive Director Search Committee

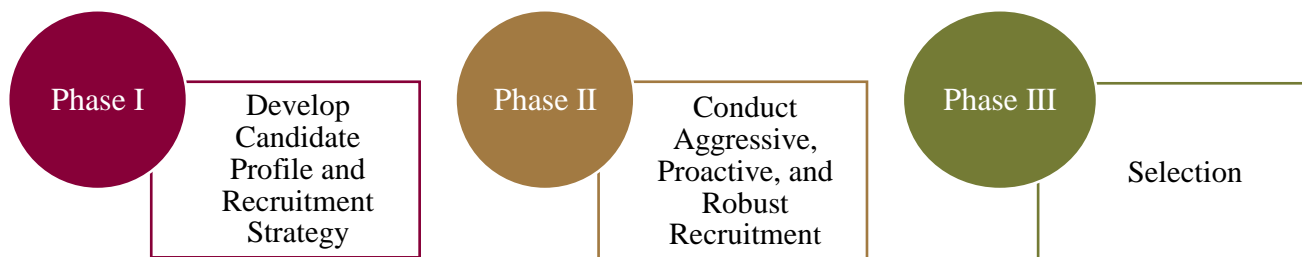
### **Background**

Shortly after MTC Executive Director Steve Heminger's July 25 announcement of his retirement, MTC Chairperson Jake MacKenzie appointed an Executive Director Selection Committee (EDSC) to immediately put in place an effective recruitment for MTC's next executive director. The EDSC includes Chair Jake MacKenzie, Vice Chair Scott Haggerty, ABAG Representative Commissioner Julie Pierce and Commissioners Jeannie Bruins, Nick Josefowitz, James Spring, and Amy Worth.

A Solicitation for Executive Recruitment Firm Proposals was released by MTC staff on August 24 with a proposal submittal deadline of September 6. An EDSC subcommittee comprised of Commissioners Scott Haggerty, Julie Pierce, and Jeannie Bruins reviewed the submitted proposals at a meeting on September 11. At the first EDSC meeting held on September 14 the subcommittee recommended and the full committee approved contracting with CPS HR as our executive recruitment firm. Pamela Derby, senior executive recruiter, was assigned to lead MTC's search. Since joining CPS HR Consulting in 2003, she has conducted a wide range of recruitments for county, city, special district and association executives, including leading the recent selection of the San Diego Association of Governments' new executive director.

### **The Process**

We are tailoring a phased recruitment process to highlight this exciting opportunity and attract the best possible candidates nationwide. Customized search strategies are being developed that focus on locating and recruiting qualified candidates who match the agency's unique needs.



**Phase I:** Pam Derby is meeting with the Chair, EDSC and various stakeholders, such as MTC's Policy Advisory Council (Council), to ascertain MTC's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with MTC.

**Phase II:** The recruitment process is tailored to fit MTC's specific needs with targeted advertising, combined with personal contacts with qualified individuals from CPS HR's extensive database.

**Phase III:** CPS HR will work with the Chair, EDSC and other designated stakeholders to determine the selection process best suited to MTC. To ensure the Executive Director position is marketed to a broad and diverse group of candidates, an extensive list of potential advertising sources and professional organizations, including suggestions received from the Council and general public, is being compiled. Advertising placements will be in addition to personal outreach to a significant list of prospective candidates.

### Council's Input

Public input is an important part of developing an ideal candidate profile for MTC's next Executive Director. The Commission is seeking the Council's input regarding the professional and personal characteristics/attributes that are critical to the success of the Executive Director. Information gathered from you, our advisors, is part of a multi-faceted engagement process that will be used to create appropriate methods to screen for those characteristics/attributes deemed the most critical.

### The Recruitment Schedule

All search activities up to and including the selection of a new Executive Director will be completed in 14 to 16 weeks. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting / Candidate Profile	➤															
Draft Brochure			➤													
Brochure Approved / Printed & Place Ads				➤												
Aggressive Recruiting					➤											
Final Filing Date					➤											
Preliminary Screening										➤						
Present Leading Candidates											➤					
Interviews													➤			
Reference / Background Checks														➤		
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

### Attachment:

- Attachment A: Community Engagement Survey

## Attachment A

### Community Engagement Survey

Public input is an important part of developing an ideal candidate profile for MTC's next Executive Director. The Commission is seeking your input regarding the professional and personal characteristics/attributes that you believe are the most critical to the success of the Executive Director. Information gathered through this survey will be used to create appropriate methods to screen for those characteristics/attributes deemed the most critical.

- A. Please identify the five professional characteristics you deem to be the most important in the next Executive Director.

- 1.
- 2.
- 3.
- 4.
- 5.

- B. Please identify the five personal characteristics you deem to be the most important in the next Executive Director.

- 1.
- 2.
- 3.
- 4.
- 5.

- C. Please identify the five priorities/projects you would like to see the next Executive Director address in their first year of service.

- 1.
- 2.
- 3.
- 4.
- 5.

- D. Are there any particular stakeholders or individuals you suggest we contact in regard to this position, either as potential candidates or referral sources and/or to gain particular insight regarding MTC and/or the position?

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- E. Do you have any other comments, questions, or concerns?

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