

# **LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO**

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**DATE :**       **AUGUST 12, 2010**

**FROM:**       **KATHLEEN ROLLINGS-McDONALD, Executive Officer**

**TO:**           **LOCAL AGENCY FORMATION COMMISSION**

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**SUBJECT: AGENDA ITEM #2 – EVALUATION AND RECRUITMENT PROCESS FOR  
EXECUTIVE OFFICER**

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The Commission's Transition Committee (made of up of Commissioners Biane, Curatalo and Mitzelfelt), the Executive Officer and the Commission's Human Resources Consultant, Alcock and McFadden, have been working on the development of an updated Job Profile for the Executive Officer to be used during the upcoming recruitment process, an Interview Guide to be utilized by Alcock and McFadden and the Transition Committee in interviewing potential candidates, as well as providing a written ongoing appraisal process for the Executive Officer. Alcock and McFadden provided a draft package for review.

On Wednesday, August 11, the Transition Committee met to review the proposed documents, discuss the recruitment process, and outline its questions and direction for the process. The attachment to this report is the package supported by the Committee, with an addendum to be provided by Alcock and McFadden. LAFCO staff will present the Commission with the addendum at the Workshop Session.

The staff recommends that the Commission adopt the Job Profile, Performance Appraisal and Interview Guide as reviewed and supported by the Transition Committee.

KRM

Attachment (1)