



## Legislation Details (With Text)

**File #:** 2023-0541    **Version:** 1    **Name:**  
**Type:** Consent    **Status:** Agenda Ready  
**File created:** 7/11/2023    **In control:** City Council  
**On agenda:** 7/18/2023    **Final action:**  
**Title:** CONSIDER AN UPDATE ON THE CURRENT EXECUTIVE RECRUITMENT PROCESS (CITY COUNCIL)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Executive Recruitment & Termination Process

Date	Ver.	Action By	Action	Result
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## Report to Mayor and City Council

Tuesday, July 18, 2023

Consent

### SUBJECT:

**CONSIDER AN UPDATE ON THE CURRENT EXECUTIVE RECRUITMENT PROCESS  
(CITY COUNCIL)**

### I. SUMMARY

This item transmits an informational update on the current executive recruitment process under the authority of the City Manager and consistent with the City Charter and Municipal Code.

### II. RECOMMENDATION

RECEIVE and FILE

### III. ALTERNATIVES

TAKE another action the City Council deems appropriate and that is consistent with applicable laws.

#### IV. BACKGROUND

On February 8, 2023, The State Controller's Office provided a letter to the City Manager advising of its review of the City of Carson's internal control system from the periods of July 1, 2018 to June 30, 2020, to determine the adequacy of the city's controls for conducting operations, preparing financial reports, safeguarding assets, and ensuring proper use of public funds. Specifically, to this report, the State Controller's Office listed three (3) findings of which **"FINDING 2" Outdated policies and procedures** stated:

*The city does not routinely review and update its policies and procedures. The city's policies and procedures were last updated in June 2014. The city's documentation is incomplete, inaccurate, and inconsistent with its existing processes.*

The following topic for which the City did not have a policy:

***Recruitment procedures for unclassified management executives, such as department heads;***

Based on "FINDING 2", it is critical for the City of Carson to have a transparent recruitment procedure for unclassified management executives, specifically department heads. As the City Manager serves as the key decision maker in these appointments, it is crucial to establish a fair and transparent process that fosters public trust, ensures merit-based selection, involves executive and department staff and supports the long-term success of the City.

This policy will be the first in the City and possibly the State of California where the recruitment for an Executive position may consist of:

1. An initial panel consisting of (the City Manager, Assistant City Manager's, Deputy City Manager, and consultant) reviewing all candidates and providing a shortlist to move forward in the recruitment process.
2. Second Interview consisting of the Departmental staff and the shortlist of candidates would be ranked and provided to the City Manager or designee confidentially (Union representatives may be included in this round if the Executive recruitment is applicable i.e., Director of Human Resources)
3. Third interview consisting of the Executive staff and the shortlist of candidates would be ranked and provided to the City Manager or designee confidentially.
4. Final Selection by the City Manager based on the candidate who was the majority top-ranking candidate from the initial, second and third interviews.
  - The City Manager or designee shall ensure that the ranking from each group is kept confidentially until all interviews have been conducted to make the final selection based on the ranking of the respective groups' majority top candidate. The top

candidate must meet the qualifications, experience, fit with the city's culture, and alignment with the position requirements.

- The City Manager may select a candidate under his/her authority as stated in Section 403. City Manager Powers and Duties. (3) Power of Appointment and Removal.
- The City Manager will ensure that the hiring process may follow this policy and is consistent with the City's Charter and Municipal Code.

Although this policy is being brought to the Mayor and City Council for the formality of a "Receive and File" report, the recruiting of all Executive staff for the previous sixteen (16) months has been implemented to provide a transparent recruitment procedure. Establishing a formal application and selection process that includes advertising vacancies, accepting applications, conducting interviews, and making selection decisions based on merit. This process has not only addressed the finding of the State Controller's Audit, but it has garnered Public Trust and Accountability, Merit-Based Selection, Equal Opportunities and Diversity, Employee Morale and Retention as well as the potential for Long-Term Success.

## **V. FISCAL IMPACT**

There is no fiscal impact associated with this item as the purpose is to provide information only.

## **VI. EXHIBITS**

1. Administrative Policy & Procedures - Executive Recruitment and Termination (pgs. 4 - 10)

Prepared by: City Manager, David C. Roberts, Jr.