

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
District General Manager

FROM: Dee Carey
Director of Human Resources

SUBJECT: Summary of Recruitment Process for District General Manager 1984 to Present - Information Only

DATE: July 8, 2019

Background

On June 13, 2019, General Manager Steven J. Pinkerton provided the District with his 90-day notice that he was separating from service with the District. There is another agenda item this evening regarding Mr. Pinkerton's separation from the District. It notes that his last day in the office will be August 2, 2019. This item also recommends that the Assistant General Manager Indra Winquest be appointed Interim General Manager.

History

The District has conducted five General Manager searches since 1984. The District has used a variety of methods to hire a new General Manager. In some cases, an Executive Recruiting Firm has been used, in other cases, it has been done by Staff. In one case, the recruitment was solely internal. In every case, an internal staffer has been designated as the Interim General Manager. The process has lasted from three months to more than a year.

Here is a summary of the previous processes:

2012-2014

08/08/2012 – General Manager announces retirement, effective 12/31/2013.

08/29/2012 – Board of Trustees delays recruitment process until after November 2012 election.

01/09/2013 – Board Subcommittee directed to work on Job Specifications.

01/30/2013 – Board of Trustees provide feedback on Job Specifications.

02/14/2013 – Job Announcement posted by District staff.

03/27/2014 – Board of Trustees approve hiring Executive Search Firm to conduct recruitment.

06/26/2014 – Board of Trustees reviews the Job Announcement.
09/11/2014 – Board of Trustees receive update on recruitment process and suggested interview process.
09/11/2014 – General Manager requests leave of absence, effective October 1, 2013 to December 31, 2013. Director of Public Works appointed Interim General Manager, effective October 1, 2013.
10/01/2013 – Board of Trustees approve Separation Agreement with General Manager.
10/30/2013 – Board of Trustees approve six candidates to be interviewed on December 2, 2013.
12/02/2013 – Board of Trustees conducts interview process. All six candidates are required to provide a power point presentation on a potential dog park and interview with two panels, one comprised of the Board of Trustees, one comprised of Senior Staff. There is also a public reception at the conclusion of the interviews.
12/10/2013 – Board of Trustees narrows the search down to two finalists.
01/29/2014 – Board conducts a final session with the two finalists. Steve Pinkerton is selected as General Manager.
02/12/2014 – Employment Contract approved by Board of Trustees.
04/28/2014 – General Manager's first day on the job.

2001-2002

10/31/2001 – General Manager submits resignation. Director of Administrative Services is appointed Interim General Manager. Board Subcommittee selected to review applications.
11/28/2001- Seven applications received by Board Subcommittee. Set deadline of December 18 to receive applications.
12/18/2001 – Ten applications received, five selected for interview.
01/19/2002 – Interviews conducted, Interim General Manager Bill Horn selected as new General Manager.
01/30/2002 – Employment Contract approved by Board of Trustees.
01/31/2002 – Interim General Manager becomes General Manager.

1998

03/16/1998 – General Manager resigns.
03/25/1998 – Director of Utilities appointed Interim General Manager.
04/29/1998 – Executive Search Firm retained by the Board of Trustees.
05/21/1998 – Board Workshop with Search Firm. Set filing date of July 3.
07/29/1998 – Four finalists and an alternate are selected to interview. 65 resumes were received.

08/12/1998 – Three of five finalists/alternate agree to continue with process and interview with the Board of Trustees. Two finalists selected.

08/26/1998 – One finalist drops out and John Danielson is selected as General Manager.

09/03/1998 – Employment Contract approved by Board of Trustees.

10/01/1998 – General Manager's first day on the job.

1993-1994

11/09/1993 – General Manager resigns, Director of Finance and Administration appointed as Interim General Manager.

12/09/1993 – Board of Trustees approve internal only recruitment.

01/13/1994 – Board of Trustees approve Job Specifications, and agree to receive applications until January 21, 1994.

01/27/1994 – Board of Trustees sets salary range for position.

02/04/1994 – Board of Trustees interviews three internal candidates, selected Interim General Manager Pat Finnigan as General Manager.

02/24/1994 – Employment Agreement approved by Board of Trustees.

02/25/1994 – Interim General Manager becomes General Manager.

1984

01/31/1984 – General Manager resigns; Board appoints Director of Budgeting as Interim General Manager.

02/1984 – Board solicits applications for position.

04/12/1984 – Board Subcommittee reports that 350 applications have been narrowed to 50.

05/31/1984 – Applicant pool narrowed to 9 by Board Subcommittee.

06/21/1984 – Interviews held in closed session.

06/22/1984 – Rob Hunt selected as General Manager.

06/28/1984 – Employment Contract approved by Board of Trustees

08/29/1984 – First Board of Trustees Meeting for new General Manager