

# City Attorney Recruitment Process

Human Resources

May 7, 2013

# Purpose

Discussion and direction on the selection of a professional search firm for the recruitment of the City Attorney.

# Scope of Work

This can vary depending on the firm selected however in general, most executive recruitments include:

- Development of a candidate profile
- An advertising campaign and recruitment brochure
- Recruitment of candidates
- Candidate interviews and evaluation
- Referencing top candidates
- Recommendation
- Final interviews and background checks
- Negotiations

# Timeframe

Depending on the firm selected and process implemented, time frames may vary. In general, a successful process may take three to five months.

# Colin Baenziger & Associates

- Over 15 years experience in executive searches
- Worked with municipalities such as:
  - Tampa Bay, FL
  - Roanoke, VA
  - Scottsdale, AZ
- Flat fee of \$22,000 - includes professional fee and expenses

# Bob Murray and Associates

- Over 25 years experience in executive searches
- Worked with municipalities such as:
  - San Diego, CA
  - Portland, OR
  - Seattle, WA
  - Los Angeles, CA
  - Phoenix, AZ
- Successfully worked with Glendale on Utilities Director, Police Chief, Assistant Police Chief recruitments
- Currently conducting Glendale's City Manager Process
- Professional Fee = \$17,500 Expenses = \$7,500

# CPS Executive Search

- Over 25 years of experience in executive searches
- Worked with municipalities such as:
  - Chandler, AZ
  - Gilbert, AZ
  - Sacramento, CA

Professional Fee = \$17,000 Expenses = \$8,000

# Cost

Total cost for City Manager recruitment:

- Outside recruitment firm = \$22,000 - \$25,000
- Candidate travel and other City expenses could run up to \$5,000

# Comparison Chart

<b>Firm</b>	<b>Baenziger &amp; Associates</b>	<b>Murray &amp; Associates</b>	<b>CPS Executive Search</b>
<b>Experience</b>	Over 15 years	Over 25 years	Over 25 years
<b>Arizona Representative</b>	No	No	No
<b>Glendale Recruitments</b>	None	Police Chief, City Manager, Utilities Director, Asst. Police Chief, Asst. HR Director	Deputy City Manager
<b>Other AZ Cities</b>	Scottsdale, Chandler	Phoenix, Tucson, Mesa, Peoria, Scottsdale	Chandler, Gilbert, Surprise, Paradise Valley
<b>*Cost</b>	\$22,000	\$25,000	\$25,000

\*Does not include candidate expenses

Questions?