



PARADISE IRRIGATION DISTRICT

TO: Board of Directors

FROM: Georgeanna Borrayo, District Secretary

DATE: 1/11/2018

**RE: District Manager Recruitment – Setting Special Meeting Dates
Selection of Candidates and Candidate Interviews
01/17/2018 Board of Directors Meeting**

Background:

The application deadline for the District Manager position is January 16, 2018. Below is a summary from my discussion with Koff & Associates (K&A) regarding the next phase of the recruitment process, which will be selection of candidates and then initial candidate interviews. At this time, the Board may want to consider setting two special meeting dates; one for the selection of candidates the week of January 22, and the second for initial interviews the week of February 5 or 12. The time commitment for interviews will be approximately 7-8 hours.

1. Applicant Materials Binder – Selection of Candidates:

Immediately following the closing candidate closing date on January 16, 2018, Koff & Associates (K&A) will email a summary of the candidate information and matrix ranking of the candidates based on certain criteria. A printed binder for each Board member will be mailed to PID by K&A on Tuesday, January 16.

From this information, the Board will decide which candidates they would like K&A to include in the pre-interview screening phase by means of a telephone screening interview to further assess their experience and qualifications and to clarify any issues raised by the submitted document. K&A will have conversations with the selected candidates and will provide a summary of the recruiter's thoughts after speaking with the candidates in the pre-screening process. (Anticipated timeframe for this step is the week of January 22nd).

2. Initial Applicant Interviews (Anticipated the week of February 5 or 12):

Working with the District, K&A will develop a set of key questions that will help analyze the candidates' qualifications and management/work style. In addition, they will provide rating sheets and competencies related to each question. K&A will complete all of the necessary communications with Board members and candidates so that all parties are well-prepared for the interviews.

K&A will provide oversight during the interview process and facilitate a focused discussion among interview panel members at the conclusion of the interviews to identify the most qualified candidates for final consideration.

If the Board desires, the recommended form of motion would be:

"I move to set the following special meeting dates: January ____, 2018 at ____ a.m./p.m. for review and selection of District Manager candidates, and February (7th or 8th), 2018 at ____ a.m. for candidate interviews with an alternate date on February 15th, 2018 or later"

January 2018

January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 31 - Jan 6	Dec 31	Jan 1, 18 New Year's Day, Office	2	3	4	5	6
Jan 7 - 13	7	8 9:00am 10:30am Community Relations Committee Meeting (PID Conference Room) - gborrayo	9 11:00am 12:00pm Review of iPad Use (PID Conference Room) - gborrayo	10 9:00am 10:30am Paradise Lake Committee Meeting (PID Board Room) - gborrayo	11 9:00am 10:30am Ad Hoc Demonstration Garden Committee (PID Board Room) - gborrayo	12	13
Jan 14 - 20	14	15 Holiday-Martin Luther	16 Application Deadline f	17 6:30pm 10:00pm Board of Directors Meeting (PID Board Room) - gborrayo	18 8:00am 5:00pm Northstate Economic Forecast Conference (Gold Country Casino Event Center, 4020	19	20
Jan 21 - 27	21	22	23	24	25	26	27
Jan 28 - Feb 3	28	29	30	31	Feb 1	2	3

February 2018

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 28	29	30	31	Feb 1	2	3
Jan 28 - Feb 3							
	4	5	6	7	8	9	10
Feb 4 - 10					9:00am 9:30am Ad Hoc Demonstration Garden Mtg.		
	11	12	13	14	15	16	17
Feb 11 - 17				9:00am 9:30am Paradise Lake Committee			
	18	19	20	21	22	23	24
Feb 18 - 24		Holiday-Presidents' Day		6:30pm 10:30pm Board Meeting (PID Board Room, 6332 Clark Rd., Paradise)			
	25	26	27	28	Mar 1	2	3
Feb 25 - Mar 3							