



Distributed on:

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by City Manager's Office

Memorandum

**TO: HONORABLE MAYOR
AND CITY COUNCIL**

FROM: Mark Danaj

**SUBJECT: FIRE CHIEF RECRUITMENT
COMMUNITY OUTREACH
MEETINGS**

DATE: February 26, 2010

Approved

Date

2/26/10

INFORMATION

Consultant Teri Black-Brann from Teri Black & Company has been asked to conduct the Executive Recruitment for the City of San Jose Fire Chief position. In an effort to gather input from a variety of stakeholders in the community on the qualities they would like to see in the ideal candidate for the Fire Chief position, Teri Black-Brann, in conjunction with City staff, will be holding a series of six community outreach meetings in March 2010. The meeting dates, locations and times are listed below:

Tuesday March 9th
Vineland Community Center
6:30-8:00pm

Thursday March 18th
Tully Library
6:30-8:00pm

Thursday March 11th
Dr. Roberto Cruz Alum Rock Library
6:30-8:00pm

Monday March 22rd
Berryessa Library
6:30-8:00pm

Monday March 15th
City Hall Committee Rooms 118 + 119
6:30-8:00pm

Wednesday March 24th
Willow Glen Community & Senior Center
6:30-8:00pm

The Fire Department has arranged to have both Spanish and Vietnamese translators present at each of the above meetings. At the meetings, the Consultant will give a short presentation on the recruitment and attending community members will be asked the following 2 questions:

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- 1) What qualities do you see are important for a successful candidate for Fire Chief with the City of San Jose?
- 2) What would you say are the biggest challenges facing the department in the next 3 years that the next Chief will need to address?

The responses of these questions, in addition to the input already provided by the Council and other stakeholder groups, will be used to compile the ideal Fire Chief profile. It will also help inform the Consultant in her outreach efforts to potential candidates and assist the City Manager as she assesses applicants for the position, and ultimately makes a recommendation to the City Council.

The City Manager's Office is taking the lead on organizing the community outreach for this recruitment and working with Council Offices to ensure that these meetings maximize public participation, and individual Councilmember attendance. Further, these outreach meetings were set geographically throughout the City for the purpose of, in some cases, capturing the audience of more than one Council District. Furthermore, the City Manager's Office staff has confirmed that these dates do not conflict with any Council events or Councilmember schedules. A Fire Recruitment Outreach flyer will be available on the City's homepage in both Spanish and Vietnamese starting on Monday, March 1st. In addition to the flyer, an email address hosted by the Consultant will be posted on the website for gathering additional public feedback on the candidate profile. Attached is a Recruitment Schedule and Flyer.

For questions, please contact Heather Ruiz, Deputy Director of Human Resources, at (408) 975-1439.


MARK DANAJ
Director of Human Resources

ATTACHMENTS

Fire Chief Recruitment Schedule

Fire Chief Recruitment Outreach Flyer



Your Executive Search Solution

CITY OF SAN JOSE – FIRE CHIEF

PROPOSED RECRUITMENT SCHEDULE (Updated 2/16/10)

<u>Activity</u>	Completion Date (No Later Than)
1. Deb communicate to Council in 1:1	12/7-12/17
2. Memo from Deb to organization announcing Darryl's retirement	12/18
3. Conf. call with client regarding Candidate Profile and outreach	12/23
4. Community and stakeholder outreach to include: <ul style="list-style-type: none">• Council• Local 230• Los Bomberos• Black Firefighters• Women in the Fire Service• Development Community• 1-2 large community meetings with broad attendance• Online• others	1/18-3/12
5. Employee outreach (Chief's chat)	2/25
6. Council meeting for Department policy affirmation and Council questions	by 2/1
7. Draft ad & recruitment brochure for client review	3/1
8. Client submits approval/changes to ad & brochure	3/5
9. Launch advertising campaign	3/8
10. Print / distribute recruitment brochure	3/10
11. Identify and contact potential candidates (direct marketing campaigns + extensive personal outreach)	12/15-4/16
12. Final filing date	4/16
13. Resume review and screening interviews <ul style="list-style-type: none">▪ Final screening of resumes▪ Screening interviews	4/17 4/30
14. Submit Client Report (summarizes results of recruitment & screening interviews)	5/3

15. Meeting with Client; selection of finalists 5/5 or 5/6
16. Interviews in San Jose Thurs., 5/20
17. Follow-up interviews with top candidates Fri., 5/21
18. Complete background & reference checks; initiate negotiations immediately following final client interviews
19. Final offer issued/City makes appointment 1st week of June



CITY SEEKING COMMUNITY INPUT ON FIRE CHIEF RECRUITMENT

Residents who are unable to attend the meeting, but would like to submit written comments, may do so by sending an e-mail to info@tbcrecruiting.com.

All meetings are from 6:30-8:00 p.m.

Tuesday March 9, 2010

Vineland Library, Community Room
1450 Blossom Hill Road

Thursday, March 11, 2010

Dr. Roberto Cruz Alum Rock Library
Community Room
3090 Alum Rock Avenue

Monday, March 15, 2010

San Jose City Hall, Wing Rooms 118-119
200 E. Santa Clara Street

Thursday, March 18, 2010

Tully Library, Community Room
880 Tully Road

Monday, March 22, 2010

Berryessa Library, Community Room
3355 Noble Avenue

Wednesday, March 24, 2010

Willow Glen Community & Senior Center
Community Room
2175 Lincoln Avenue



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The City of San Jose is recruiting for a new Fire Chief and is interested in receiving community input regarding the ideal qualities that the City Council should consider in evaluating candidates for this position. Several community meetings are scheduled to hear input from residents. Spanish and Vietnamese interpreters will be available at the meeting.

San Jose's Fire Chief oversees the operations of 700 firefighters and 34 fire stations providing paramedic, hazmat, and fire fighting services for our community of more than 1 million residents.

The City has contracted with Terry Black & Company, a public sector executive recruitment firm, to conduct the search.

In accordance with the Americans with Disabilities Act, City of San José materials can be made available upon request in alternative formats such as Braille, large print, audio and computer disk. Requests may be made by calling (408) 535-8100(v) or (408) 294-9337 (TTY).