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OCT 25 2013
City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Debra Figone

SUBJECT: FIRE CHIEF
RECRUITMENT

DATE: October 25, 2013

INFORMATION

This memo provides an overview of the upcoming nationwide recruitment for our next San José Fire Chief. We are preparing to initiate stakeholder engagement to solicit input on key characteristics, challenges, and opportunities for this important position.

RECRUITMENT LEADERSHIP

I have selected Alliance Resource Consulting to lead the national recruitment. Alliance has extensive experience in recruiting fire chiefs and also provided support for our recruitments for the Assistant Fire Chief and Deputy Fire Chief in 2009.

Our goal is attract a pool of excellent candidates who meet the position profile and can address the needs of the Fire Department and our community, while we maintain a clear, timely, and confidential process to ensure the integrity of our recruitment.

While Alliance will serve as our professional recruiter, I have asked Jeff Ruster, Director of Strategic Partnerships, and Ernest Azevedo, Senior Executive Analyst, to coordinate this effort. They will oversee the recruitment and outreach process and will involve other City staff and stakeholders as appropriate. We will engage members of our workforce, Council offices, labor representatives, business partners, and community and neighborhood stakeholders during this recruitment.

STAKEHOLDER OUTREACH PROCESS

The purpose of this outreach is to obtain stakeholder input on the perceived challenges and opportunities facing the Fire Chief, as well as perspectives on skills, experience, and attributes needed for success. Staff will develop a brief online survey for the City's website that will be available to the workforce and the community to help us develop the position profile.

During the November-December timeframe we will also meet with each councilmember for your suggestions. It is anticipated that the screening of candidates, panel interviews, and advancement of the nominee for council ratification will occur roughly over the next 6 months.

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CONCLUSION

I am very appreciative of the leadership, expertise, and pride in community service that Acting Chief Ruben Torres has brought to the Fire Department during this important period. Due to his significant contributions, the Department stands upon a very strong foundation as we move through this recruitment process, thereby ensuring that the Department remains on track with its long and successful tradition of service.

A handwritten signature in black ink, appearing to read 'Debra Figone', with a long horizontal flourish extending to the right.

Debra Figone
City Manager

For questions please contact Jeff Ruster, Director of Strategic Partnerships, at 408-535-8183