

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT: HOUSING DIRECTOR  
RECRUITMENT PROCESS AND  
INTERVIEW PANEL UPDATE**

**DATE:** August 23, 2023

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## INFORMATION

The City of San José (City) is in the process of recruiting for a new Housing Director following the retirement of Jacky Morales-Ferrand and the assignment of Rosalynn Hughey, Deputy City Manager, as Acting Director, effective July 14, 2023. This information memorandum provides an update to the [June 21, 2023, Information Memorandum](#) regarding the recruitment process and the permanent Housing Director candidate interview panels.

### Current Status of the Nationwide Search

The nationwide recruitment began on June 20, 2023, immediately following Council approval of the Statement of Policy and Questions for the Prospective Director of Housing which were based on extensive stakeholder and community outreach summarized in the attachment of the [June 21, 2023 Information Memorandum](#).

The initial recruitment timeframe was planned to be eight weeks and end on August 18, 2023. However, at the recommendation of the nationwide recruiter, Mosaic Public Partners (Mosaic), the timeframe was extended to August 22, 2023 to allow Mosaic and the Administration to conduct additional outreach with several potential candidates in an effort to broaden the candidate pool.

A summary of the recruitment is shown the table below:

| Recruiting Metric                               | Recruiting Measure |
|---|--------------------|
| Number of views of the recruiting advertisement | 249                |
| Number of candidates who formally applied       | 19                 |
| Number of potential candidates who withdrew     | 3                  |
| Number of applicants recommended for interviews | 6                  |

During the recruitment, Mosaic conducted an initial screening of each applicant including reviewing each applicant's cover letter and resume, and meeting virtually with each applicant that met the minimum qualifications set forth for the position. Mosaic conducted the screening interview informed by the feedback received during the stakeholder outreach and community engagement process. Mosaic also verified the information the applicants provided and assessed their knowledge, skills, and abilities against those advertised in the position profile. After this

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screening, Mosaic recommended six candidates to move forward in the recruitment process to the panel interview stage. For each recommended candidate, the executive recruiter is completing a search for published articles that mention the applicant and developing a detailed internet and social media profile. As I previously committed, when it comes to recruiting our Senior Staff and workforce, the City won't settle. I believe the six candidates present the appropriate skills, experiences, and diversity to continue with interview panels and be considered for the permanent position.

### **Interview Panels**

The City is committed to having a comprehensive interview process with a diverse set of panelists. The interviews are currently targeted to be in person the week of September 11, 2023. Each candidate will be interviewed by all panelists. After all interviews are completed, every panelist will meet with me and select members of my leadership team to provide a brief assessment of each candidate, including their strengths and weaknesses. Based on the panelists' feedback, if appropriate, the candidate field will then be narrowed for my final interview process.

Along with the Assistant City Manager, I will conduct final interviews with the final candidate(s). After these interviews, I will review the information and feedback provided over the course of the recruitment and selection process — meeting with any final candidates again as needed — to bring my final selection before City Council in Closed Session, again if appropriate, which is targeted for mid-October.

In order to balance panelist confidentiality with recruitment process transparency, the City may publish the “interests” represented by each panelist at the appropriate time. The names and organizations of the panelists and the candidates will be confidential, and all interview panelists will need to sign confidentiality agreements with the City.

I will continue to keep the City Council and community informed as the selection process for the next Housing Director progresses. I am looking forward to continued feedback regarding this important position.



Jennifer A. Maguire  
City Manager

For questions, please contact Dolan Beckel, Chief of Staff for the City Manager, at (408) 745-9696 or [dolan.beckel@sanjoseca.gov](mailto:dolan.beckel@sanjoseca.gov)