

RESOLUTION NO. 2078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
 AUTHORIZING THE EXECUTION OF AN AGREEMENT
 WITH RJA MANAGEMENT SERVICES, INC.

BE IT RESOLVED by the City Council of the City of Soledad that the Mayor and the City Clerk be, and they are hereby authorized and directed for and on behalf of the City of Soledad, to execute an agreement with RJA MANAGEMENT SERVICES, INC., in the form of the document hereunto attached, marked "Exhibit A," and by reference made a part hereof.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 15th day of April, 1991, by the following vote:

AYES, and in favor thereof, Councilmembers: Fabian Barrera, Ben Jimenez, Jr., Fred Ledesma, Mayor Pro Tem John Holguin, Mayor Joe Ledesma
 NOES, Councilmembers. None
 ABSENT, Councilmembers: None


 MAYOR OF THE CITY OF SOLEDAD

ATTEST:


 CITY CLERK OF THE CITY OF SOLEDAD



RJA Management Services, Inc.

March 29, 1991

Ms. Betty Burns
Interim City Manager
City of Soledad
P O. BOX 156
Soledad, CA 93960

Dear Ms. Burns,

RJA Management Services, Inc would like to express interest in conducting an executive search for the City of Soledad's new Police Chief. As you know, RJA provides a variety of human resources management consulting services to both the public and private sector. All our consultants, by virtue of their professional and educational experiences, are qualified to assess organizational needs and interests.

Over the years, our Executive Search consultants have applied their highly professional skills to recruit and select competent executives, directors, managers and mid-managers. A national public sector management and law enforcement network greatly enhances our ability to assist organizations in quickly recruiting and selecting candidates. RJA search consultants work closely with clients and prospective candidates to avoid unnecessary inconveniences or costs to either party. We are especially proud of the success we have had in placing minorities and females in key management positions.

A partial list of our recent clients includes the City of Pasadena, City of San Jose, City of Montebello, City of Los Angeles, Port of Los Angeles, Los Angeles County Community Development Commission, City of Santa Clarita, County of Riverside, City of Fontana, County of San Bernardino, City of San Diego, County of Los Angeles, Los Angeles County Board of Education, Santa Clara Valley Water District, San Diego Housing Commission, Transamerica Occidental Life Insurance Co., University of Southern California, Booz-Allen, University of California at San Diego, and Price Waterhouse. A more detailed list of clients, engagements completed, and references are attached.

I believe that RJA is especially qualified to conduct this very important recruitment effort for the City of Soledad. In addition to conducting numerous recruitment efforts, RJA has conducted organization assessment, design, and development programs for public sector organizations that include law enforcement. Many of these efforts have involved community participation and/or involvement.

The engagements have afforded RJA the opportunity to identify crucial management, human services, community, and public safety issues that a new Police Chief must address. These insights will be invaluable in evaluating a candidate's qualifications for the Police Chief position.

Exhibit A

RJA TEAM

I, personally, will serve as project manager of the engagement and will be assisted by Mr Robert Arroyo, Executive Recruiter, and Ms Connie Alcocer, Human Resources Management Consultant (Profiles attached) The Team possesses a breadth of management experience, law enforcement expertise, broad personnel backgrounds, and extensive professional, city management and law enforcement contacts that will be useful in identifying, recruiting, screening and selecting qualified Police Chief candidates It will be my responsibility to coordinate all consultant activities, meet with and screen candidates who are ultimately submitted for consideration, and insure that RJA adheres to the agreed upon executive search strategy

RJA APPROACH

RJA is very deliberate, yet flexible, in its approach to recruiting qualified candidates. The RJA approach to a Police Chief executive search will encompass the following steps.

1 Job Analysis

RJA will meet with the City Manager, Mayor, City Council, and designated community leaders to

- * identify critical community and law enforcement issues relevant to the City,
- * define the organizational culture and environment;
- * discuss the salary range and hiring policies of the City as well as the duties, responsibilities, skills, knowledge, abilities and personal traits required of a Police Chief,
- * clearly define any special requirements and screening criteria. and,
- * establish search deadlines and reporting arrangements.

Information gathered will be used to design recruitment strategies, a recruitment brochure, recruitment letters, supplemental application forms, other materials appropriate for the City, job related selection criteria, and a selection process for use by community leaders in evaluating candidates In addition, RJA will develop interview evaluation factors and rating guidelines for use by community leaders

2 Recruitment

RJA will access our computerized candidate databank and employ our national management, academic, professional and law enforcement association networks to identify individuals with the desired personal, professional, technical, management and academic qualifications We will aggressively pursue minority and female candidates for the position Qualified candidates will be contacted and encouraged to apply for the Police Chief position In addition, RJA will place advertisements in journals and periodicals widely read by and oriented to the law enforcement profession

3 Screening

RJA will carefully compare the candidates' qualifications to the requirements for the position agreed to by the City Manager We will respond to all candidates who apply for the position

4 Individual Assessment

If possible and/or practicable, RJA will meet with those applicants who most closely match the established requirements. We will carefully evaluate records of performance and achievement, check education, training, and professional capabilities, assess professional poise, demeanor and communication skills, and appraise motivation and potential. Those candidates considered qualified will be submitted to the City Manager for review and discussion.

RJA will formally present candidate qualifications on those who most closely meet the requirements delineated in the "Recruitment Brochure". The presentation will facilitate comparison of the candidates and ease the evaluation task.

5 Candidate Interviews

I will personally brief the interview panel on appropriate interviewing techniques, facilitate candidate interviews, and meet with both the City Manager and elected officials to assess and discuss interview results. RJA recognizes that these interviews are advisory and not binding on the City Manager. We will be available to provide any additional background information desired, and assist in designing and conducting the selection process that will result in a Police Chief job offer.

BRIEFINGS

Periodic meetings will be held with the City Manager to

- * keep the City Manager apprised of progress,
- * discuss potential problems and recommended solutions, and,
- * conduct interim assessments of candidates recruited

Any obstacles encountered by our Search Consultants will quickly be communicated to the City Manager at the briefings.

TIME FRAME

RJA will complete each search activity in a timely fashion. Ideally, we would like to begin the search on the Monday following approval of the contract and submit candidates for consideration as soon as possible. I would anticipate that at least three trips to the City of Soledad would be required to complete the engagements. A more detailed time schedule will be developed by RJA once a recruitment strategy is approved and the contract is awarded.

FEES

RJA would propose to charge the City of Soledad a flat fee of Eight Thousand Five Hundred Dollars (\$8,500.00) for professional services rendered. RJA will receive one-third of the actual fee upon commencement of the search, one-third at the beginning of the second month, and one-third upon conclusion of candidate interviews. In addition, out-of-pocket expenses for printing, postage, clerical services, telephone, interview notebooks, travel and other directly related costs will be reimbursed by the City. Total costs for professional services rendered shall be Eight Thousand Five Hundred Dollars (\$8,500.00), plus expenses.

Needless to say, RJA welcomes the opportunity to be of service to the City of Soledad. Our working knowledge of public organizations, extensive national executive search network, law enforcement engagements, and recognized expertise in personnel administration will enhance our ability to recruit qualified candidates for Police Chief.

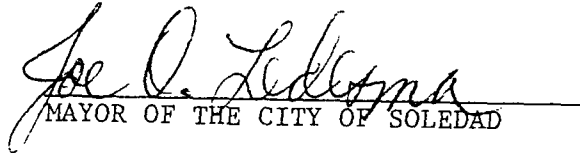
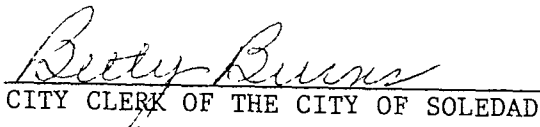
Please feel free to call me at (818) 447-3318 if you have any questions or need clarification about our services.

Sincerely,



Dr. Richard L. Garcia
President

RLG mt
Enclosures


MAYOR OF THE CITY OF SOLEDAD
CITY CLERK OF THE CITY OF SOLEDAD