

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director *NN*
Date: January 10, 2012
Subject: Approve a contract with Ralph Andersen & Associates to Conduct an Executive Search

ACTION REQUESTED

Approve a contract with Ralph Andersen & Associates to conduct an executive search for the position of County Executive Officer in the maximum amount of \$30,000 and authorize the Personnel Director to sign the resulting contract.

BACKGROUND

Five firms were invited to submit proposed work plans and cost estimates to conduct an executive search for the position of County Executive Officer. After review of the submittals, it is recommended that the firm of Ralph Andersen & Associates be awarded the contract. Ralph Andersen & Associates has been conducting local government searches for more than 39 years. Located in Rocklin, the firm has recent experience conducting recruitments for executive level positions in counties such as Santa Barbara and Sutter as well as other local cities including the recent City Manager recruitment for the City of Rocklin. The proposed work plan is consistent with industry standards as well as providing the Board options for consideration of input from a variety of sources.

FISCAL IMPACT

The total amount of the contract is not to exceed \$30,000 which will be paid for out of the County Executive Office 2011-2012 budget.

