



## Government Relations & Public Affairs Committee

February 4, 2008

### Consultant Selection for Career Planning Assistance

**Issue:** Whether or not to enter into an agreement for a consultant for career planning assistance.

**Recommendation:** Depending on the outcome of the interviews, February 5, staff will recommend whether or not to enter into an agreement for career planning assistance.

**Discussion:** On May 17, 2007, the Board adopted the Overall Work Program for 2007/08 which included the hiring of a consultant for career planning assistance with a budget not to exceed \$50,000.

This project was initially conceived because all of the executive staff have reached the point of being eligible to retire and three of the five are already past the “normal retirement age.” The scope of this consultant assistance has been expanded, however, beyond the traditional concept of succession planning to include career planning assistance for all interested staff, whether or not they would be likely candidates for executive leadership. The intent of the project is to help identify career development objectives and opportunities for all employees who are interested in advancing their careers at SACOG. Although we do focus on objectives and training needs through annual evaluations and more frequent informal evaluations, staff and management believe that our efforts will be enhanced with the assistance of a consultant with extensive experience in the staff assessment field. The scope of work from the RFP is attached.

A Request for Proposals was sent out to various individuals and firms on January 7, 2008 and was also posted on the SACOG website. The final closing date for receipt of the proposals was January 28. Six proposals were received. Out of the six proposals, a team consisting of both management and employee association members narrowed the proposals down to three. These three consultants are scheduled to be interviewed on Tuesday, February 5. Staff will brief the committee on the outcome of the interviews.

Approved by:

Mike McKeever  
Executive Director

MM:KH:ts

Key Staff: Ken Hough, Director of Community Planning & Operations, (916) 340-6229  
Rochelle Tilton, Clerk of the Board, (916) 340-6208

#### **IV. SCOPE OF WORK/SERVICES**

The scope of work is described below. The selected consultant or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The consultant will receive general direction from the SACOG Project Manager. Tasks will include the following:

##### Tasks:

1. Working with SACOG staff and Board leadership, determine the core competencies needed for success at the executive, management, mid-management, and journey levels.
2. Develop an “Assessment Center” process, participation in which would be entirely voluntary on the part of staff. The process must be designed to gauge the degree to which each participant possesses the core competencies needed for success at SACOG. The process should include activities that simulate the daily work environment, possibly including an in-box exercise, group interactions, and a writing exercise, and would be supplemented with one-on-one interviews.
3. Prepare individual staff assessments that will be provided to participating employees. These will be designed to gauge the employee’s potential to take on additional or different levels of responsibility and to identify areas where specialized training could prepare the employee to take on additional/different levels of responsibilities. The complete individual assessments would not be provided to management except if provided by the employee, however, a summary of individual training needs will be provided to management.
4. Prepare a composite report identifying those competencies that are already strong among the participating staff and those that generally need to be improved. The report will recommend specific training opportunities that from which all, or several, staff would benefit.
5. Work with staff to identify other components needed for a successful career planning program.

#### **V. CONTRACT DELIVERABLES**

1. Determination of core competencies
2. Assessment center design and materials
3. Individual assessment reports
4. Composite assessment report
5. Recommendations for other components of career planning program