

To the Mayor and Members of the City Council**March 7, 2023**

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**SUBJECT: OFFICE OF POLICE OVERSIGHT MONITOR DIRECTOR
RECRUITMENT PROCESS**

The purpose of this report is to provide an update on the City's hiring process to recruit for the vacant Office of the Police Oversight Monitor (OPOM) Director position. Human Resources (HR) is committed to hiring talented and diverse individuals and desires a workforce that reflects the community we serve. The City's recruitment efforts seek to be inclusive so that all individuals have equal employment opportunities. The City's goal is to conduct an extensive and nationwide search for the organization's next strategic individual to lead the OPOM department.

Recruitment Process

The HR department sought proposals from multiple executive recruitment firms to conduct the search for the OPOM Director position. HR extended the opportunity to executive recruitment firms and received four (4) proposals. Following, the HR department submitted all proposals to the respective Assistant City Manager and City Manager for review and consideration. In partnership with HR, the City selected Raftelis to conduct the recruitment and search.

During January and February 2023, the City and Raftelis discussed the overall recruitment strategy, ideal candidate qualities, key departmental projects and initiatives, advertisement sources, including the job boards to advertise the position that would attract a diverse applicant pool of qualified candidates, and the tentative timeline for the recruitment process, as noted below.

Job Posting and Outreach

Ads and job postings will be placed in the following publications and/or websites. This will allow for recruitment from a broad national base of candidates, as well as target qualified candidates in other targeted areas.

- National Association of Civilian Oversight of Law Enforcement (NACOLE)
- Association of Inspector Generals (AIG)
- International Municipal Lawyers Association (IMLA)
- Texas Bar Association
- National Black Prosecutors Association
- National Hispanic Bar Association
- Govtjobs.com
- LinkedIn
- Engaging Local Government Leaders (ELGL)
- National Forum for Black Public Administrators (NFBPA)

This will be in addition to raftelis.hire.trakstar.com website, LinkedIn, Facebook, Twitter and the City's corresponding social media and career page sites directing candidates accordingly to Raftelis.

Tentative Timeline

The proposed recruitment schedule is as follows:

- March 2023 – Discovery meetings and candidate profile development; finalize recruitment plan and brochure; post position open until filled.
- April 2023 – Search firm review of applicants; candidate review meetings

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- May/June 2023 – Raftelis meets with FW Team to review the applicant pool and select semifinalists; Raftelis screens applicants
- June/July 2023 – Conduct virtual interviews; hold finalist interviews to include key stakeholders and meet & greet opportunities

The Raftelis screening process includes a thorough review of the candidate's demonstrated work experience and background check for the finalist.

Confidentiality and Public Information

No information will be released publicly before the City and the final candidates mutually agree to the date and time of the release of any such information.

Dianna Giordano, Human Resources Director is available for any questions at 817-392-7783.

David Cooke
City Manager