



Human Resources Department

Executive Search for Director of Rent Stabilization

Presentation to Pasadena Rental Housing Board

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AGENDA

Human Resources

- Executive Search Firm
- Scope of Responsibilities
- Timeline
- Interview Process
- Q&A



EXECUTIVE SEARCH FIRM

Human Resources

- WBCP, Inc.
 - > Wendi Brown, Senior Recruiter & founder
 - > Levi Kuhlman, Executive Recruiter
 - > www.wbcpinc.com
- What sets them apart
 - > Innovative approach to marketing
 - > Client and candidate communication
 - > Experience with boards as primary stakeholders
 - > Experience with similar positions and with Pasadena
 - Currently conducting another Rent Stabilization Manager search
 - > 18-month placement guarantee
 - > Success with diverse applicant pool and placements
 - > Competitive price (\$24,900 fee plus up to \$7,900 in reimbursable expenses)



WBCP SCOPE OF RESPONSIBILITIES

Human Resources

- Client and stakeholder meetings & surveys
- Ideal candidate development
- Marketing strategy & implementation
 - > Digital advertising with diversity in mind
 - > Email & direct mail advertising
 - > Sourcing & headhunting
- Resume review and screening
- Screening interviews & recommended top group
- Communication with candidates
- Interview facilitation
- Background & references
- Negotiations



TIMELINE

Human Resources

- Met with Executive Search Ad hoc: 2/22/2024
- Present info item to PRHB: 3/14/2024
- Open Recruitment: 3/18/2024
- Close Recruitment: 4/15/2024
- Shortlist Meeting: 4/30/2024 – Executive Search Ad Hoc
- Structured Interviews: 5/9/2024
- Top candidate interviews with City Manager: 5/10/2024
- Backgrounds & negotiation: weeks of 5/13 & 5/20
- Anticipated Start date: June 2024



INTERVIEW PROCESS

Human Resources

- **Structured interview panel**
 - > Standardized questions to allow each candidate an equal opportunity
 - > Panelists evaluate and rank each candidate
 - > Recommend top one or two to hiring authority (City Manager)
 - > Virtual or in-person
- **Brown Act considerations**
 - > 6+ members create a quorum
 - > Closed session – not a legally viable option
- **Recommendation**
 - > Up to 5 Board Members to participate on the interview panel. Nomination process to be discussed at future board meeting



QUESTIONS

Human Resources

- Questions & Discussion