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Date: 8/24/2008 2:41:54 PM
Subject: Executive Director Recruitment - Update

TMC and TAMWG Members,

In my initial email on this topic sent just over a month ago, I described the process and timeline for recruitment and selection of the new Executive Director. As the vacancy announcement closed on Friday, an update is in order. I will summarize our progress thus far and outline the next steps for reviewing applications and interviewing candidates.

As you recall, we are trying to fill the position as quickly as possible to allow for some overlap with Doug before he retires on January 2, 2009 (again, I will affirm that no amount of cajoling on my part will dissuade him). The vacancy was originally posted on July 14 for four weeks, and to obtain the best applicant pool possible I asked our personnel office to extend it for an additional two weeks, thus the Friday close.

During the past several months Doug has conducted an extensive and aggressive outreach effort in order to attract quality candidates. Besides the obvious listing on USAJobs, this has included notices to all of you (and the Trinity list-serve) for distribution within your networks, posting on the TRRP website as well as those of several professional societies (AFS, AWRA). It has also been circulated to all Mid-Pacific Region employees and to key Reclamation personnel west-wide and beyond. Doug has also contacted his own networks within the US Forest Service, several key universities, and numerous consultants who have had contact with this program or river restoration efforts in other parts of the country.

I expect to receive the referral lists from our Human Resources specialist on Wednesday, August 27. At this point, it appears they will include between 10 and 13 applications (depending on qualification) on the internal merit promotion list (existing federal employees) and approximately 10 applications on the external list (all U.S. citizens). There are three candidates whose names may be on both lists.

There are several important steps that need to take place before Reclamation can make a job offer: 1) review written applications/resumes, 2) contact references for each of the applicants, 3) identify those applicants who warrant a telephone interview and conduct those interviews, 4) identify those applicants who warrant a personal interview and conduct those interviews, and 5) extend the job offer to the most qualified applicant.

Several of you expressed an interest in participating in some or all of the above steps, or were recommended by others to be on the panel. As the Selecting Official, I greatly appreciate your willingness to assist in this important process. It is critical that we find a candidate who can lead the program toward continued success.

Thus, it is important to have a representative cross-section of TMC and TAMWG members, while also keeping the interview panel to a manageable size. Reclamation will provide the larger group of interested participants a.k.a. "the Review Panel" (Doug, Mike Long, Dave Hillemeier, Tom Stokely, Irma Lagomarsino, Arnold Whitridge, Tom Weseloh, Mike Orcutt, Rich Lorenz, Byron Leydecker, and myself) paper copies of all applications on/about Friday, August 29, with comments due by Wednesday, September 10. I cannot overemphasize the importance of maintaining confidentiality and safeguarding

the privacy of candidates during this process. Please do not share copies of these applications with anyone else, nor discuss them with anyone else outside the Review Panel.

I am asking Doug to consolidate/summarize your written comments for my review. For consistency purposes, I am also asking him to conduct the reference checks for each applicant. He will be providing each of the Review Panel members with a set of questions that he has used in other similar efforts, and you are welcome to suggest additional ideas to him. If at all possible I would like to schedule a meeting with the Review Panel on either Sept. 11 or 12 to hear first hand your impressions and recommendations, and the results of Doug's reference checks. At that time, we will agree on a short list of candidates for telephone interviews the following week.

I am also asking a smaller group of individuals, a.k.a. "the Interview Panel", to assist me with both telephone and personal interviews (myself, Doug, Mike Long, Dave Hillemeier, Tom Stokely, and Arnold Whitridge). These individuals will very likely need to be available for several days in a row either in Weaverville or here at the Northern California Area Office. Dates have not yet been confirmed, but will likely be in the vicinity of September 15-17 (telephone interviews) and September 25 -30 (personal interviews). If any of you on the Review Panel or Interview Panel are unable to participate because of calendar or workload conflicts, or if your desire to participate has changed, please contact me as soon as possible.

Assuming the referral lists contain suitable candidates and the above process works as I hope, my plan is to make a job offer on Friday, October 3. Allowing six weeks for relocation, the new Executive Director should arrive in Weaverville on/about November 10, thus giving us about six weeks of transition time before the Christmas holidays.

Thanks again for your assistance in this effort,

Brian

CC: allen, joshua; Anderson, Curtis; Bader, Don; Berg, Francis; Davis, John; Everest, Loren; Franklin, Robert; Freeman, Howard; Hadley, Elizabeth; Hayden, Ann; Hetrick, Nick; Miller, Debbie; Miller, Sherri; Morris, Jeff; Neill, Joe; Price, Susan; Reck, Don; Rivera, Patricia; Rothert, Steve; scott@mcbaintrush.com; Stockwell, Abbey; Tauzer, Margaret; Turek, Steve