



## STAFF REPORT

**Meeting Date: January 21, 2026**

**To:** **Board of Directors**

**From:** **Jennifer Larkin, Administrative Services Manager**

**Subject:** **District Administrator Recruitment Process and Schedule**

### **I. Recommendation:**

Staff recommends the Board review the proposed recruitment schedule for the District Administrator position and provide direction regarding:

- Level of Board involvement in interviews (full Board, individual members, or the Management and Personnel Committee).
- Specific dates during the week of April 6 for Board interviews, so candidates can be informed and scheduled accordingly.

### **II. Background:**

The Fair Oaks Recreation and Park District has entered into a consulting services agreement with CPS HR Consulting, a California Joint Powers Authority specializing in executive recruitment for public agencies. CPS HR will lead and manage the recruitment process for the District Administrator position, providing full executive search services including development of the recruitment brochure, candidate outreach, screening, and facilitation of interviews.

The recruitment process is structured in three phases:

- **Phase I:** Development of candidate profile and recruitment strategy, including brochure design and posting.
- **Phase II:** Aggressive outreach and screening of applicants, culminating in a client report and identification of semifinalists.
- **Phase III:** Coordination of finalist interviews, reference checks, and assistance with negotiations if requested.

The agreement, effective December 22, 2025, outlines a fixed professional fee of \$28,000 for these services, with candidate travel expenses reimbursed up to \$2,000. CPS HR guarantees continued recruitment efforts until a successful appointment is made and offers a one-year service guarantee for the selected candidate.

### **III. Problem /Situation/ Request:**

The recruitment process for the District Administrator position is underway, with CPS HR Consulting managing the search and interview coordination. While the overall schedule has been established, staff requires direction from the Board on two critical items:

1. **Board Interview Participation:** Clarification is needed on whether interviews during the week of April 6 will involve the full Board, individual Board members, or the Management and Personnel Committee. This determination will guide scheduling and logistics.
2. **Specific Interview Dates:** To ensure timely communication with candidates and proper coordination with CPS HR, the Board must identify preferred dates for interviews during the designated week. This will allow CPS HR and staff to finalize arrangements and keep the recruitment process on track.

The current recruitment schedule is as follows:

- **January 23** – Brochure finalized.
- **January 26** – Job live/posted.
- **February 23 – March 6** – Review of applications and screening calls by CPS HR.
- **March 6** – CPS HR reviews client report on candidates with staff.
- **Week of March 23** – Panel interviews with Management Team and an outside subject matter expert, likely an area Parks and Recreation District Administrator. Upon completion of these interviews, a member of the panel will present a summary of their findings to the Board.
- **Week of April 6** – Board interviews.
- **April 13** – Goal to make a decision and extend an offer.
- **Mid-May** – Anticipated start date.

Without this input, staff cannot confirm candidate availability or provide accurate timelines to CPS HR, which may delay the process and impact the goal of making an offer by mid-April.

### **IV. Financial Analysis:**

The District has entered into a fixed-price agreement with CPS HR Consulting for full executive recruitment services for the District Administrator position. The total professional services fee is **\$28,000**, covering all phases of the recruitment process:

- **Phase I:** \$10,000

- **Phase II:** \$10,000
- **Phase III:** \$8,000

In addition, the agreement allows for **candidate travel expenses up to \$2,000**, billed at cost if incurred. These expenses will only apply if candidates require travel for interviews.

Funding for this recruitment was approved as part of the District's operating budget, and no additional appropriations are anticipated. CPS HR also provides a **one-year guarantee** to conduct a replacement recruitment at no additional professional fee should the selected candidate leave within the first year, with the District responsible only for reimbursable expenses.

Respectfully Submitted,

Michael J. Aho  
District Administrator