



Legislation Details (With Text)

File #: 23-2769 **Version:** 1 **Name:**

Type: Position **Status:** Passed

File created: 5/5/2023 **In control:** Commissioners Court

On agenda: 5/16/2023 **Final action:** 5/16/2023

Title: Request for approval of a hiring plan including a job description for the County Administrator position.

Sponsors:

Indexes:

Code sections:

Attachments: 1. County Administrator Hiring Plan_05.15.23 Final.pdf

Date	Ver.	Action By	Action	Result
5/16/2023	1	Commissioners Court		

Department: Human Resources and Risk Management
Department Head/Elected Official: Shain Carrizal

Regular or Supplemental RCA: Regular RCA
Type of Request: Position

Project ID (if applicable): N/A
Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A
MWDBE Current Participation (if applicable): N/A
Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):
 Request for approval of a hiring plan including a job description for the County Administrator position.

Background and Discussion:
 On April 25, 2023 Commissioners Court directed Human Resources & Risk Management (HRRM) to work with the Office of County Administration (OCA) and a hiring committee made up of one staff member from each Commissioners Court office to select an executive recruitment firm under contract with Harris County for the permanent County Administrator position. The Court also directed HRRM to provide a hiring plan that includes a job description, terms of employment, and a hiring timeline. The executive search firm Berkeley Search Consultants has been selected, and HRRM has worked with them on a hiring plan including a job description, which is attached for approval. Regarding the terms of employment, Berkeley and HRRM will work within the salary range and benefits of the current position. Subject to review by the County Attorney’s Office, market-based severance compensation should also be considered in order to attract talented candidates. Final salary and benefits including any severance plan would be approved by Commissioners Court with the appointment of the County Administrator.

Expected Impact: N/A

Alternative Options: N/A

Alignment with Goal(s):

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
4/25/2023	348	Direct HRRM to 1) work with OCA and a hiring committee made up of one staff member per Commissioners Court Office to select and approve an executive recruitment firm already under contract with Harris County, 2) provide a hiring plan that includes the job description, terms of employment, and hiring timeline at the May 16, 2023 Commissioners Court for approval, and 3) provide updates on a monthly basis to Commissioners Court on the status of the hiring process.

Location:

Address (if applicable): N/A

Precinct(s): Countywide

Fiscal and Personnel Summary			
Service Name	Talent Acquisition		
	FY 23	FY 24	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$

Total Current Budget	\$	\$	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date: May 16, 2023

Anticipated Implementation Date (if different from Court date): N/A

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Shain Carrizal, Executive Director, Human Resources & Risk Management

Attachments (if applicable): Hiring Plan and Job Description