

**Delta Protection Commission Meeting  
March 17, 2022**

**AGENDA ITEM 10: Executive Director Screening Subcommittee**

Prepared by: Erik Vink

Presented by: Erik Vink

**Requested Action: Consider appointment of Commission subcommittee to screen Executive Director applications**

Type of Action: Action

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**Background:** I have been working with Chair Nottoli and Commissioner Bugsch to review a draft duty statement for the Executive Director recruitment. Upon review and approval of the draft duty statement and screening criteria by Department of General Services Human Resources staff (DGS provides contract human resources assistance to the Commission), it will be released as a job opportunity on the Cal HR website. I am proposing a deadline for applications in early May, in preparation for the Commission to conduct Executive Director candidate job interviews in a closed session at the May 19 Commission meeting.

It is proposed that a subcommittee of the Commission review and screen the applicants for the Executive Director position, selecting finalists for interviews with the full Commission. This will involve reviewing job application packets and evaluating them with screening criteria to be reviewed by Chair Nottoli and Commissioner Bugsch.

It is anticipated that this activity could take up to 8 to 10 hours in total, depending on the number of applications received. The meeting to conduct the candidate screening will be noticed as a public meeting, but will be conducted in closed session. It is anticipated to be held during the week of May 9.

**Requested Action:** Appoint Executive Director screening subcommittee.

***Relationship to Vision 2030 (Commission strategic plan):***

***Commission Leadership and Development (Strategic Theme)***

***C.3 Recruit, develop and maintain effective Commission staff***