



**CALIFORNIA
HIGH-SPEED RAIL
AUTHORITY**

EXECUTIVE DIRECTOR SEARCH COMMITTEE
(Board Chairman Curt Pringle, Member Rod Diridon)
January 27, 2010
9:30 a.m.

Note: This meeting will be conducted telephonically, pursuant to Government Code section 11123, subdivision (b)(1). Access to the public is provided at each of the following locations.

Anaheim	San Jose	Sacramento
2400 E. Katella, #350	Mineta Transportation Institute 210 N. Fourth St., 4th Floor	California High-Speed Rail Authority 925 L Street, Suite 1404
Anaheim, CA	San Jose, CA	Sacramento, CA
Board Chairman Pringle	Member Rod Diridon	Additional location per Gov. C. sec. 11123, subd. (b)(2)

Agenda Items

	<u>Responsible Party</u>	<u>Status</u>
1. Public Comment <i>An opportunity will be provided for any member of the public to comment on any agenda item.</i>	Chairman Pringle	I
2. Update on Executive Director Search <i>Staff will report to the committee concerning the Executive Director search process, including entry into an agreement with a search firm, and provide an update on the process, including the presentation of proposed materials describing the position sought to be filled, and the next steps to be taken.</i>	Carrie Pourvahidi	I
3. Executive Director Search Discussion <i>The committee will consider the staff report (item 1) and will discuss, consider, and make decisions concerning the staff report, including (1) actions taken to date by staff, including the hiring of a search firm, (2) proposed materials to be used in the search process, and (3) considering and deciding on the next steps to be taken.</i>	Chairman Pringle	A

"A" denotes an "Action" item; "I" denotes an "Information" item - Items may be taken out of order

Reasonable Accommodation for Any Individual with a Disability

Any individual with a disability who requires reasonable accommodation to attend or participate may request assistance by contacting the Authority at (916) 324-1541. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made no later than one week prior to the meeting.



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TO: Chairman Pringle and Member Diridon

FROM: Carrie Pourvahidi, Deputy Director

DATE: January 21, 2010

RE: Agenda Item 2 - Update on Executive Director Search

Discussion

Since the board at its January meeting indicated a desire to have names of some candidates presented to the board as early as the February meeting, staff made efforts to determine how long it would take to enter into a contract with a candidate search firm. The quickest alternative was to enter into an agreement with CPS Human Resource Services. CPS is a joint powers agency, made up of several state and local public agencies. As such, it was possible to enter into an agreement with CPS much sooner than would have been possible with a private sector entity. In addition, CPS' cost proposal (\$24,500) was lower than the amount that would require Department of General Services review and approval. Consequently, staff took the initiative to enter into an agreement with CPS Human Services. Given the time that would otherwise have been required to obtain approval to enter into a sole source agreement and to obtain approval of any agreement itself that included a higher contract price, it would have been impossible to have a search firm in place any sooner than the March meeting (at best), let alone meet the time schedule contemplated by the board at the January meeting.

Attached is CPS' scope of work and schedule for your reference. Please note that the deliverable of the draft brochure will be submitted for review by the committee on January 27, so the task schedule, for Task 3, might be delayed for a day or so.

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
CHIEF EXECUTIVE OFFICER 2010
PROPOSED RECRUITMENT SCHEDULE**

<u>Task</u>	<u>Anticipated Completion Date</u>
1. Information gathering / develop candidate profile via Board input	week of 1/18
2. Advertising	
Draft ad to Authority for approval	1/22
Place ads	1/25
3. Recruitment brochure	
Draft brochure to Authority for approval	1/22
Brochure design developed	1/25
Board approves brochure design	1/26
4. Identify and contact potential candidates	starting week of 1/25
5. Final filing date	Open until filled
6. Progress Report to Authority Board	2/4
7. Preliminary Screening	
Preliminary screening of resumes	ongoing
Preliminary interviews by consultant	ongoing
8. Submit Client Report to Authority	2/26
9. Meet with Authority; select finalists	3/4
10. Authority interviews finalists	week of 3/15
11. Reference/background checks conducted	3/26
12. Negotiate compensation/announce appointment	3/31



Proposal to California High-Speed Rail Authority
Recruitment of Chief Executive Officer

Full recruitment (i.e. all services described below):

Professional Fee: \$16,500

Reimbursable expenses: up to \$6,000; for brochure development, ad placement, marketing, consultant travel, long distance phone charges, copies, mailings, etc.

- Solicit input from Board and Authority staff to develop candidate profile and garner additional information necessary to launch the recruitment for a new CEO
- Develop draft ad and brochure texts
- Place ads in agreed upon sources
- Cause brochure/job announcement to be finalized (soft copy only)
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources (solicit names of quality potential candidates from high-level executives of the major transportation agencies nationwide)
- Complete initial screening of resumes. Identify candidates to be further considered.
- Conduct preliminary screening interviews by phone to assess candidates interest in the position, leadership/management style, long-term career plans etc.
- Submit "Client Report" (Includes resumes, summary of resumes, notes, overview)
- Meet with Board to discuss the report and the results of the screening interviews in order to allow the Board to narrow the list to an appropriate number to interview as finalists
- Extend invitations to finalists for final interviews and send them a confirming letter
- Prepare an "Evaluation Manual" to be used by the Board during final interviews
- Be present on the day of final interviews to facilitate the finalist interview process, greet candidates and help coordinate activities
- Notify all candidates of their standing
- Conduct background checks and reference checks on top finalist(s)
- Assist in negotiating a compensation package, if requested

Reimbursable expenses range includes background checks on up to two finalists.

THE CALIFORNIA HIGH-SPEED RAIL AUTHORITY IS SEEKING A NEW CHIEF EXECUTIVE OFFICER

UNIQUE OPPORTUNITY

The California High-Speed Rail Authority (Authority) invites you to join an organization set to deliver California's landmark high-speed passenger rail train system. With the upcoming retirement of the long-tenured incumbent, the Authority seeks a strong leader with experience managing and delivering similar large-scale infrastructure projects to serve as its new Chief Executive Officer as the Authority enters the critical stages transitioning from project planning to project implementation.

THE REGION

The Sacramento area is one of the fastest growing regions in the country. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter, and Yuba Counties has a population of over 2 million, with approximately 460,000 residing within the Sacramento city limits.

Sacramento has been called a snapshot of Wild West history in a modern, world-class city. Peacefully located in a leafy valley of scenic rivers and canopies of trees, today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Jazz Jubilee, California State Fair, California International Marathon, Summerfest, Festival de la Familia, Pacific Rim Streetfest, Mardi Gras, Juneteenth Celebration, Bridge to Bridge Waterfront Festival, Pan Pacific Masters Games, Gold Rush Days, Grape Escape, Salmon Festival, New Year's Eve Sky Concert, and Holiday of Lights.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price in the area is \$177,000.

For sports fans, Sacramento boasts the very exciting *Sacramento Kings* NBA basketball team and the *Sacramento River Cats* Triple-A baseball team. Historic *Old Sacramento*, the *State Railroad Museum*, *Crocker Art Museum*, *Governor's Mansion*, *Sacramento Zoo*, *Sutter's Fort*, *Music Circus*, *Sacramento Convention Center*, *Golden State Museum* and the *State Capitol Building* are other attractions located in the region.

CALIFORNIA HIGH-SPEED RAIL AUTHORITY

Established in 1996, the California High-Speed Rail Authority (Authority) is the state entity responsible for planning, constructing and operating an 800-mile-long high-speed train system serving California's major metropolitan areas. The Authority has a nine-member policy board consisting of five appointed by the governor, two appointed by the Senate Rules Committee, and two appointed by the Speaker of the Assembly.

The Authority has projected a cost of upwards of \$40 billion for this 800-mile network of trains, which will link California's major cities between San Diego in the south and San Francisco and Sacramento in the north, touching at least two dozen cities under current plans for stations. Voter approval of Proposition 1A on the November 4, 2008 ballot provided \$9 billion in bond funding for the massive statewide network and \$950 million to finance capital improvements to commuter and intercity rail as well as local transit lines that will connect existing infrastructure to the high-speed train system. State bond funding will provide a

critical “down payment” on development and implementation of the high-speed train.

- The Authority recently submitted an application for \$4.7 billion in funds under the American Recovery and Reinvestment Act (ARRA).
- The Authority’s preliminary funding strategy calls for \$5 to \$7.5 billion in private sector financial investment through P3 (Public Private Partnership) and other means.
- The funding strategy also includes \$2 to \$4 billion in local funding, along with \$1 to \$3 billion in cost sharing or other innovative funding sources.

The Authority’s 2008 Business Plan estimates the system will be generating more than \$1 billion in surplus revenues by 2030, reducing congestion, pollution and reliance on fossil fuels, and returning an estimated nearly three times as much in value as the system will cost over the next 40 years.

For further information about the California High-Speed Rail Authority, see its web site at: www.cahighspeedrail.ca.gov

THE POSITION

The Chief Executive Officer is appointed by, and serves at the pleasure of the nine-member Authority Board of Directors. The CEO leads and directs all activities of the Authority; establishes strategic plans, objectives and policies subject to the Board’s approval and is directly responsible to the Board for implementation and fulfillment; represents the Authority’s interests with government officials and agencies, and the public.

Typical duties of the CEO include, but are not limited to:

- Directs the development of the Authority’s strategic and tactical plans to guide the organization’s future programs and activities for presentation to the Authority Board.

- Approves, recommends, initiates, interprets, and supplies policies governing the operations of the Authority.
- Receives, develops, and recommends for approval to the Authority Board short- and long-range plans for the planning, development, construction, and operation of the statewide high-speed train program.
- Makes recommendations to the Authority Board to facilitate the selection and plan of development of the statewide high-speed rail train.
- Approves plans, specifications, and estimates for the high-speed rail train program planning, development, and construction and acts as the Authority's representative in the awarding of contracts.
- Directs Authority-wide functions through an Executive Management Team and other subordinate managers/supervisors.
- Has overall responsibility for the selection, termination, development, performance evaluation and compensation of Authority management and staff.
- Approves the annual budget and all staffing needs proposals for the Authority.
- As chief spokesperson, represents the Authority at meetings, hearings, and conferences with foreign, federal, State, and local governmental officials, the Administration, the legislature, and civic groups on major high-speed train program policies and issues.

Authority resources include an Executive Management Team consisting of a Chief Deputy Director, Deputy Director of Planning, Deputy Director for Communications, Project Delivery Director, two Regional Directors, (contract) Chief Engineer, and (contract) Program Manager. The Authority's FY2010-11 proposed operating budget is \$975 million. The Authority offices are located in downtown Sacramento.

THE IDEAL CANDIDATE

The ideal candidate is a professional who brings a blend of creativity and initiative to this position. The successful candidate will be a seasoned

transportation professional with significant experience managing and delivering large-scale infrastructure projects. A background in rail transportation, experience/background in California transportation, and experience/receptivity to public-private partnerships are desirable qualifications. The new CEO must have excellent communication skills, a track record of progressively responsible management experience, a strong team orientation and a high-level of political acumen / experience working with a governing Board. A Bachelor's degree in a relevant field is required; advanced degree highly desirable.

Other desirable qualifications for the CEO include:

- Project management experience; exceptional organizational skills.
- A seasoned leader with the ability to engender the confidence and respect of others.
- A person of unquestionable integrity.
- An experienced administrator who has the proven ability to successfully manage contracts/consultants to meet project deadlines and milestones.
- Outstanding communication skills, both written and verbal; comfortable in presenting before a variety of audiences.
- Ability to productively work with a variety of stakeholders, both internal and external, including the Authority Board, Authority staff, governor's office, the legislature, state/federal transportation officials, and the public.
- Political acumen to effectively partner with the nine-member Board of Directors who bring a range of experiences, strengths and perspectives to the Authority.

COMPENSATION AND BENEFITS

The salary for the Chief Executive Officer is negotiable and will be dependent on the qualifications of the successful candidate. As an employee of the State of California, the CEO also receives a comprehensive benefit plan including, but not limited to:

Retirement

California Public Employees Retirement System (PERS) 2% @ 55 Plan; employee contribution required.

Insurance

Health, dental, vision, and life insurance programs provided. Employee contributions may be required depending on programs selected.

Leave Allowance

- Vacation and sick leave benefits provided
- 13 holidays observed

Additional information about benefits available can be viewed at <http://www.dpa.ca.gov/benefits/index.htm>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter, including current salary and the names of four work-related references, directly to:

Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel: 916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
CPS web site: www.cps.ca.gov/search

This position is **open until filled**. Interested candidates are encouraged to apply as soon as possible.

As resumes are submitted, they will be reviewed by the consultants. Candidates deemed to meet the qualifications for this position will be granted preliminary interviews by the consultants. The Authority Board will then select a group of finalists to participate in formal interviews with the Board.

CPS Executive Search is partnering with Gilbert Tweed International in this recruitment effort for the California High-Speed Rail Authority. Questions about this outstanding career opportunity may be directed to Stuart Satow at (916) 263-1401 or Stephanie Pinson at (212) 758-3000.

CALIFORNIA HIGH-SPEED RAIL AUTHORITY

CHIEF EXECUTIVE OFFICER

This is a once in a lifetime opportunity to implement the first high-speed rail system in the country!

Established in 1996, the California High-Speed Rail Authority is the state entity responsible for planning, constructing and operating an 800-mile-long high-speed train system serving California's major metropolitan areas. Due to the upcoming retirement of the incumbent, the Authority seeks a new Chief Executive Officer as the Authority approaches the initial construction phases of this high-profile project.

Reporting to a nine-member policy board (five appointed by the governor, two appointed by the Senate Rules Committee, and two by the Speaker of the Assembly), the CEO oversees a core staff of eight and numerous contracted staff and consultants. The ideal candidate is a seasoned transportation professional with significant experience managing and delivering large-scale infrastructure projects. A background in rail transportation, experience/background in California transportation, and experience/receptivity to public-private partnerships are desirable qualifications. The new CEO must have excellent communication skills, a track record of progressively responsible management experience, a strong team orientation and a high-level of political acumen. A Bachelor's degree in a relevant field is required, advanced degree highly desirable.

The salary for the new CEO is negotiable and will depend on the qualifications of the successful candidate. A comprehensive benefit package (including PERS 2% @ 55 retirement) is also provided. A detailed brochure is available.

This position is **open until filled**. Please submit cover letter, resume, current salary, and names of four work-related references **as soon as possible** to:

Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Phone 916 263-1401
Fax 916 561-7205
Email: resumes@cps.ca.gov
CPS web site: www.cps.ca.gov/search
www.cahighspeedrail.ca.gov

CA High-Speed Rail Authority	
Chief Executive Officer	
CPS Client code: A FFD: Open Until Filled	
SOURCE	CR/Reg/L
California Transit Association	Web
American Public Transportation Association	Web
International Union of Railways (UIC)	Web
International Assoc. of Public Transport (UITP)	Web
American Assoc. of State Highway and Transportation Officials (AASHTO)	Web
State Personnel Board	Web
Conference of Minority Transit Officials (COMTO)	Web
Women's Transportation Seminar (WTS)	Web
(Engineering websites?)	Web