

Human Resource Strategies, LLC

Email response received from Brenda Trachina at HRS

From: Brenda Trachina <brendahrs@aol.com>

Sent: Sunday, January 5, 2020 1:31 PM

To: Anna Butel <anna.butel@sfmd.az.gov>; Lauren Daniel <lauren.daniel@sfmd.az.gov>

Subject: Re: SFMD - Fire Chief Recruitment Questions

Ms. Butel and Ms. Daniel,

Thank you for reaching out to my consulting firm as you gather information regarding your upcoming Fire Chief recruitment process. It is evident that SFMD is exploring options and planning ahead for what will be a most critical endeavor for the District. As per your request, I would like to offer the following information in response to your inquiries.

Human Resource Strategies has conducted numerous Fire Chief Recruitment and Selection processes throughout the state for approximately twenty years. While each District may opt to utilize my services a bit differently and at times to varying extents, I offer the following services as part of my comprehensive process:

- *Timeline Development*
- *Identification of the "Ideal Candidate" Profile*
- *Development (or Revision) of Fire Chief Job Description*
- *Development of an Information/Application Packet*
- *Development and Dissemination of Job Postings and Advertisements*
- *Receive and Review Application Packets, including preliminary phone interviews and selection of candidates for participation in assessment center*
- *Development and Administration of Comprehensive Assessment Center*
- *Facilitation of Finalist Interviews with the Fire Board*
- *Background Review / Reference Checks*
- *Negotiation of Final Offer/Coordination with Legal Counsel on Contract Development*

Typically, in a Fire Chief Assessment Center, I include anywhere from 5-7 exercises; examples of such exercises include a Management Role Play, Oral Presentation, In-Basket Exercise, Budget Analysis, Written Exercise, Leaderless Group Discussion, and an Oral Board Interview.

There are several factors which would dictate the final fee structure for such a process; however, the typical fee would range from \$16,000 - \$20,000. The additional expenses to be expected would be for the lodging/meals for evaluators and any room rental fees for the facility where the process is conducted (typically we would conduct the process at a hotel that has several meeting rooms available for use).

In general, the time frame for the process is four to six months; in part, this is dependent on the expediency with which the Board is able to meet and make decisions on the ideal candidate profile and the job description. Once those steps are complete, it is feasible to complete the remainder of the process within approximately three months. It should be noted that upon completion of the entire process, there could still be a 30-60 day time frame prior to the selected candidate being brought on board. Thus, for planning purposes, it would be prudent to consider this additional time frame as you determine the starting dates for the process.

It is my intention that this information meets your request; however, if you have any additional questions or would like further detail, please feel free to contact me.

Kind regards,

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