



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: June 26, 2018

Subject: APPOINT Director Office of Communication and Media - Susan Shiu

RECOMMENDATION(S):

APPOINT Susan Shiu to the position of Director of the Office of Communication and Media (ADSB) at step 4 of the salary range effective June 25, 2018, with the following additional terms of employment:

- a. One-time accrual of 80 hours of vacation time
- b. All other benefits as provided in the current Management Resolution applicable to the position of Director of the Office of Communication and Media.

FISCAL IMPACT:

No additional fiscal impact as this action fills a budgeted vacant position. The annual estimated cost of the position is \$204,000 for salary and benefits, including \$39,400 for pension costs and will be recovered through service fees charged to user departments.

BACKGROUND:

In December 2017, the County commenced its recruitment to fill the Director of the Office of Communication and Media position which was recently vacated.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/26/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 26, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Dianne Dinsmore
(925) 335-1766

BACKGROUND: (CONT'D)

The County conducted a recruitment to fill the Director, Office of Communications and Media position. This position is a merit system position, and as such Human Resources developed and administered a merit system exam process to establish an eligible list. An extensive outreach effort was made, placing advertisements on 8 different job boards for communications industry associations and public sector management associations, in addition to LinkedIn, Careers in Government, and GovernmentJobs.com. Applications were accepted for 3.5 weeks, and 114 applications were received. Of those applications, 53 candidates met the minimum qualifications and were invited to participate in a job simulation and writing exercise. Outside experts serving in similar positions for other public agencies evaluated those exercises and recommended the top 11 candidates to move forward to the oral exam phase. All 11 candidates were successful in the oral exam phase and ranked on an eligible list on March 13, 2018. The County Administrator interviewed the top 8 candidates from the eligible list.

Following a series of reference checks and other background investigation, the County Administrator selected Susan Shiu for the position. It is recommended that Susan Shiu be appointed Director of the Office of Communication and Media at Step 4 of the salary range effective June 25, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not have a Director of the Office of Communication and Media to lead the CCTV division of the County Administrator's Office nor a media professional to support the County into the future.