



**Proposal to provide  
recruitment services for the  
City and Borough of Sitka's next**

**ELECTRIC SYSTEM ENGINEER  
&  
ELECTRIC T & D SYSTEM MANAGER**



*Presented by*

***P*ROTHMAN**



## STATEMENT OF QUALIFICATIONS

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### ABOUT PROTHMAN

Prothman Company is a Seattle based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Founded in 2001, Prothman has quickly become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

### OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

### OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community as well.

### OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within **two years** from the employment date, we will conduct a replacement search with no additional professional fee.

### CONTACT INFORMATION

Greg Prothman: greg@prothman.com  
206.368.0050 work, 206.714.9499 cell  
Submittal Date: March 18, 2013



## **STATEMENT OF QUALIFICATIONS - EXPERIENCE**

### **Current Recruitments**

City of Tacoma, WA - *Labor Negotiator*  
City of Port Angeles, WA - *Public Works Director*  
Cowlitz-Wahkiakum Council of Governments, WA - *Executive Director*  
Intercity Transit, WA - *General Manager*  
Gunnison County, CO - *Airport Director*  
City of Lynden, WA - *City Administrator*  
City of Lakewood, WA - *City Manager*  
City of Vancouver, WA - *Budget Manager*  
City of Vancouver, WA - *Human Resources Director*  
San Juan County, WA - *County Manager*  
City of Lake Oswego, OR - *City Manager*  
Gunnison County, CO - *Community Development Director*  
Deschutes County, OR - *County Administrator*  
Jackson County, OR - *Human Resources Director*  
City of Great Falls, MT - *City Attorney*  
City of Oak Harbor, WA - *City Attorney*  
City of Vancouver, WA - *Parks & Recreation Director*  
City of Poulsbo, WA - *Police Chief - just completed*  
City of Bozeman, MT - *Community Development Director - just completed*  
City of Tacoma, WA - *Finance Director - just completed*  
City of Prosser, WA - *Finance Director - just completed*  
City of Bremerton, WA - *Police Chief - just completed*

### **Past Recruitments & References**

MRSC, WA - Executive Director  
Contact - Dave Mercier, Board President - 360.487.8610  
  
Association of Washington Cities (AWC) - Chief Executive Officer  
Contact - Karen Rogers, Past President - 360.417.1143  
  
City of Issaquah, WA - Deputy City Administrator, Finance Director  
Contact - City Administrator, Bob Harrison - 425.837.3000  
  
City of Bothell, WA - City Attorney, Police & Fire Chiefs, HR & PW Directors  
Contact - City Manager, Bob Stowe - 425.486.3256  
  
City of Tacoma, WA - Finance Director  
Contact - HR Director, Joy St. Germain - 253.591.2060



## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

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### **GREG PROTHMAN - PROJECT LEAD**

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Greg has conducted over 300 executive searches and placements, successfully placing city managers, police and fire chiefs, finance directors, IT managers, public works and community development directors and many other positions. He has also formed and managed startup teams for five newly incorporated cities, including the City of Spokane Valley, WA, (pop. 82,000), the second largest incorporation of its kind in the U.S.

Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a volunteer EMT/Firefighter for the City of Snoqualmie and a member of SMR (Seattle Mountain Rescue).

### **LYNN STOKESBARY - PROJECT CO-LEAD**

Lynn has been a senior consultant conducting recruitments and organizational assessments for the Prothman Company for over 6 years. Lynn retired from the City of Kirkland as Assistant City Manager and has over 30 years of distinguished local government experience. Lynn worked twenty one years for Kirkland, serving as Director of Parks and Community Services from 1985-1997 prior to becoming Assistant City Manager in 1997. Lynn brings extensive knowledge of local government and years of leadership, supervisory and high profile special project management experience to the Prothman team. Lynn has a unique blend of interpersonal and analytical skills that make him highly effective in working with groups, problem-solving and producing high quality end results. Lynn is a 1975 graduate of Washington State University.

### **SONJA PROTHMAN - PROJECT SUPPORT**

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the "elected official" side of city government—an invaluable perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. She also participated in "world class competitiveness" training, process improvement assessments and process time studies. A Seattle native, Sonja earned a Bachelor's Degree in Communications from the University of Washington.

### **BARRY GASKINS - PROJECT SUPPORT**

Barry Gaskins is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his Bachelor's Degree from California State University in Los Angeles.



## **SCOPE OF SERVICES**

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### **Recruitment Strategy**

Every recruitment we conduct is a national search. We only serve clients in the western states by design because it would be a far stretch for us to tell a client that we understand the needs and culture of their community in a city in Florida, Tennessee or Texas, for example.

We know the Pacific Northwest. We understand that every candidate cannot make the transition to our unique weather and culture, and we pay extra attention to the "fit" of the candidates as well as the fit of their spouses and children.

We have conducted hundreds of successful executive searches and refined our process along the way. We provide the process, but you call the shots... whether you want weekly updates or monthly updates, more meetings or less meetings... we tailor every recruitment to meet your needs. We will partner with you, and find you a highly qualified candidate who is the perfect "fit" for your organization, guaranteed!

### **Draft Schedule**

Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development & approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

<b>Project Review &amp; Phone Interviews</b>	<b>Week of March 25, 2013</b>
Send Position Profile for review	Week of April 1, 2013
Approve Position Profile and Begin Advertising	April 8, 2013
Prothman Screens Candidate Application Materials	Ongoing
Application Closing Date	May 19, 2013
Prothman Screens and Interviews Top Candidates	Weeks of May 20 & 27, 2013
<b>Work Session via phone conference</b> to review applicants, results of interviews, and pick finalists	<b>Week of June 3, 2013</b>
<b>Final Interviews</b> , may include an evening reception, and then all-day interviews	<b>Week of June 24, 2013</b>



## **Recruitment Process**

### **Project Review**

The first step will be to review the following topics:

- ◆ Review the scope of work, project schedule, and compensation package
- ◆ Identify the geographic scope of the search (local, regional or national)

### **Information Gathering and Research** *(Soliciting Input)*

We will discuss with you via phone conference the preferred qualifications you are looking for to fill your engineering positions and we will gather job information.

### **Position Profile Development** *(Identifying the Ideal Candidate)*

Once we have a firm understanding of the preferred candidate qualifications, we will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience and education required
  - Ideal personality traits and work habits
- ◆ **Organization-specific information**
  - Description of the organization, position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
  - Overview of the region
  - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

### **Recruitment and Advertising Strategy** *(Locating Qualified Candidates)*

We recognize that often the best candidates are not actively looking for a new position--this is the person we want to reach and recruit. Our recruitment strategy involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified engineers who are not actively searching for a new position.
- ◆ **Direct Contact Calls** placed directly to engineering professionals.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

### **Candidate Screening** *(Narrowing the Field)*

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.





- 2) **Personal Interviews:** We will conduct videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring the information to you.
- 4) **Work Session: (Via Phone Conference)** We will prepare a detailed report on each candidate which will include all application materials and the results of the personal interviews and publication search. We will advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

### **Final Interview Process** *(Selecting the Right Candidate)*

#### ◆ **Design of the Final Interviews**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate. Elements of the design process include:

- **Deciding on the Structure of the Interviews**

We will tailor the interview process to fit your needs. It may involve a presentation by the candidates, a public reception with the public and key stakeholders, using various interview panels, or just one-on-one interviews with the decision makers.

- **Deciding on Candidate Travel Expenses**

We will help you identify which expenses your organization wishes to cover.

- **Deciding on and Discussing Details of a Reception**

- **Identifying Interview Panel Participants & Panel Facilitators**

We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.

#### ◆ **Background Checks**

Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

- **References**

We will ask each candidate to provide names of their supervisors, subordinates and peers and we will conduct reference checks through conversations with the individuals who have direct knowledge of the candidate's work and management style.



- **Education Verification**  
We will verify that the candidate did in fact graduate with the degrees listed on their resume. We have found that approximately 1 out of 30 candidates does not have a degree claimed on their resume.
- **Criminal History, Driving Record Check and Sex Offender Check**  
We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.
- ♦ **Candidate Travel Coordination**  
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- ♦ **Final Interview Binders**  
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are “on the same page” when it comes to evaluating each candidate.
- ♦ **Interviews with Candidates**  
The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch. Presentations by the candidates (if requested) will be scheduled.
- ♦ **Panelist & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report the panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ♦ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ♦ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## **Warranty**

- ♦ **Repeat the Recruitment:** Should a top candidate not be chosen, we will repeat the recruitment, with no additional professional fee.





## FEE, EXPENSES & GUARANTEE

### Professional Fee

The professional fee for an Engineering Recruitment with a two-year guarantee is typically \$16,500. However, to acknowledge that you are a previous client, we offer the recruitment at the same price as before, \$15,000 with a two-year guarantee. Should you choose to have Prothman recruit for both Engineering positions, we offer the second recruitment at \$14,000 with a two year guarantee. (The above prices include one trip to Sitka to perform the final interviews for one or both positions)

The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks and all other search related tasks required to successfully complete the recruitment.

### Expenses

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. Expenses that the City and Borough of Sitka will be responsible for are:

- Newspaper, trade journal, websites and other advertising
- Direct mail announcements
- Final Interview Binders & printing of materials & delivery expenses
- Background checks performed by Sterling Infosystems (approx. \$75 per candidate)
- Consultant travel, travel time charged at \$62.50 per hour and related expenses
- Any client-required licenses, fees or taxes
- Candidate travel - We will coordinate and forward the candidates' travel receipts so that the City and Borough of Sitka can directly reimbursement the candidates

Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly. A 3% charge will be added to all expenses which reflect City of Issaquah and State B&O tax obligations.

### Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee that if the selected finalist is terminated or resigns within **two years** from the employment date, we will conduct a replacement search with no additional professional fee.

### Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.