


M E M O

Alameda Corridor Transportation Authority

To: Governing Board

Meeting Date: September 14, 2023

From: Michael C. Leue, Chief Executive Officer 

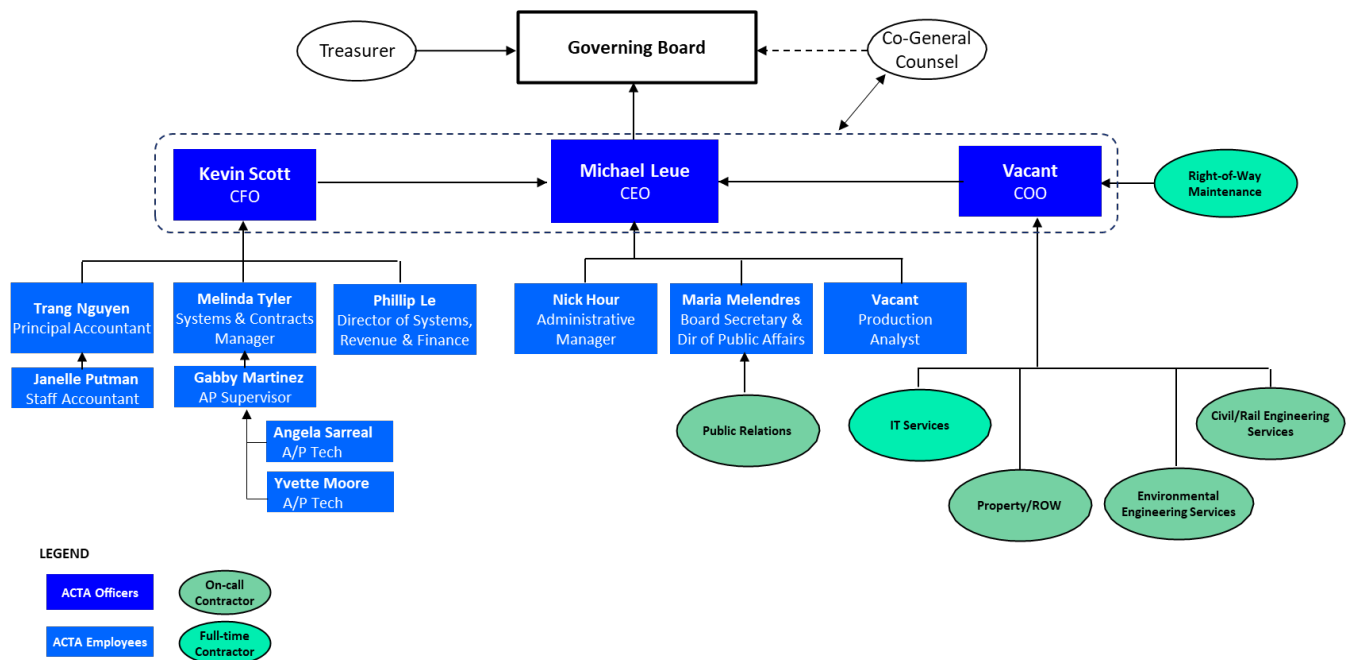
Subject: INFORMATION on an agreement with Shey Harding to assist with Executive Recruiting

Introduction

At the April 2023 Governing Board Meeting, ACTA's CEO presented an organization transition plan. In support of the transition, the CEO proposed to contract with an Executive Search firm to assist with ACTA staff hiring. In August 2023 the CEO entered into an agreement with Shey Harding within the CEO delegated contracting authority.

Discussion

In April 2023, ACTA's management recommended moving forward with a plan which will result in increasing ACTA's staff by two positions and engaging engineering firms through competitive selection procedures for as-needed/on-call engineering services as depicted in the example organization chart below.



Hybrid Organization Chart

ACTA's management recommended hiring a Chief Operating Officer (COO) to support the CEO in providing leadership and expertise in railroad maintenance and operations with the ability to provide management of maintenance-of-way activities, engineering contractor activities, safety programs and dispatching performance. The COO would also provide leadership in transportation/logistics planning studies to increase utilization of rail for goods movement. Individuals with such railroad expertise are in high demand, but ACTA is hopeful that the professional standing, benefits package and opportunity for growth will attract the envisioned candidate.

ACTA's management also recommended hiring a Production Analyst (PA) to support the data analysis related to our revenue assessment and verification system and operations assessments, as well as production of data presentation graphics, reports and Board meeting packages. This position will also assist with contract documents.

Executive Recruiters play a key role in the hiring of high-level staff for ACTA. The selected firm will provide the following services:

- Review Job Bulletin, discuss with ACTA and recommend improvements
- Research comparable pay scales, discuss with ACTA and recommend salary range for advertised position
- Research job boards, industry publications and other opportunities to recommend strategy to advertise the position
- Collect and screen applications to create a pool of qualified candidates
- Arrange with applicants and conduct interviews with ACTA selection committee
- Support ACTA staff with presentation of selected COO to ACTA Governing Board
- Review Job Bulletin and research comparable pay scales for a second position that ACTA is currently calling Production Analyst

The process of hiring new staff is anticipated to occur over the next three months. The CEO engaged an executive recruiting firm for the COO hiring. The executive recruiting firm was selected through a modified RFP process, due to the smaller size of the contract value, by screening firms currently in on-call pools with the Port of Los Angeles or Port of Long Beach. These pools, created through competitive selection procedures at each port, totaled 11 firms.

After a preliminary review of qualifications, the CEO contacted three firms, Avery James, Inc., JCS Recruitment LLC, Shey Harding Associates, Inc. to request project proposals and pricing for executive recruiting assistance to fill the COO position. Shey Harding was the highest ranked firm of the three proposing firms, with a scope and budget that aligned well with ACTA's needs. The agreement compensation is below the \$50,000 threshold for the CEO's authority to enter into an agreement without Board approval. The CEO awarded Shey Harding the agreement in late August 2023. The CEO and CFO met with representatives of the firm and advertising for the COO position has begun.

Budget Impact

The agreement is within the FY 2023/2024 Board approved budget for outside contracting services and there is no direct impact to the Program Budget.



September 14, 2023
ITEM #05

Co-General Counsel Review

ACTA's Co-General Counsel has reviewed this Board Report and there are no legal issues at this time.