



Santa Clara Valley Water District

File No.: 20-0568

Agenda Date: 7/14/2020

Item No.: 2.6.

BOARD AGENDA MEMORANDUM

SUBJECT:

Board Confirmation of the Assistant Chief Executive Officer, Operations.

RECOMMENDATION:

Confirm the appointment of the Assistant Chief Executive Officer, Operations, for Santa Clara Valley Water District.

SUMMARY:

Board Governance Policy Executive Limitation 3.8 states that a “BAO shall present an appointment of a Chief-level position to the Board for Confirmation.”

Following a competitive internal recruitment process, the Chief Executive Officer has selected a candidate for the position of Assistant Chief Executive Officer, Operations, (Assistant Chief Executive Officer) and requests that the Board confirm the appointment.

POSITION SUMMARY

The Assistant Chief Executive Officer position is a new single position classification with responsibility for ensuring Watershed and Water Utility Enterprise Operations are strategic and collaborative in developing and execution of short- and long-term strategic goals and objectives; to ensure programs, and projects meet the needs of the community and comply with applicable regulatory requirements; to represent the Chief Executive Officer and Santa Clara Valley Water District (Valley Water) in interactions with the public and other organizations; to function as the CEO in his/her absence; and to perform related duties as assigned. The position provides highly complex assistance to the CEO in a variety of administrative, management, and liaison capacities, providing leadership to the Chief Operating Officers (COOs) and Deputy Operating Officers, and developing and implementing agency-wide and Watershed and Water Utility divisional programs, projects, initiatives, policies, and procedures.

The Assistant Chief Executive Officer serves at the will of the CEO and is accordingly employed in Valley Water’s unclassified service

SELECTION PROCESS

The Assistant Chief Executive Officer position is a competitive promotional opportunity. All candidates must go through several interviews consisting of panels with employees, labor union

representatives, mid-managers, and executive management from across the organization and a final interview with the CEO.

CANDIDATE

The selected name of the candidate for this position will be finalized and provided to the Board by July 10, 2020, as a supplemental posting.

FINANCIAL IMPACT:

The successful candidate will assume the position of Assistant Chief Executive Officer with an annual starting salary to be determined prior to confirmation. The estimated salary has been budgeted for in the Office of the CEO, Project 60131007, using a repurposed position and general fund salary savings.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable physical change in the environment.

ATTACHMENTS:

Attachment 1: Recruitment Posting

UNCLASSIFIED MANAGER:

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