

Committee to Consult with the Director

Discussion and Establishment of Process for Selecting

Director of the Legislative Counsel Bureau

(Agenda Item III)

There are two primary options for the Committee, **though the Committee can develop any variation or hybrid of the two or devise a different process.** The two primary options are (1) to have the Committee use a contractor to assist with recruiting candidates, providing other services as directed by the Committee, and recommending finalists to the Committee for interview and selection; or (2) for the committee to conduct the search itself.

Option 1: If a contractor is utilized, the Committee would approve issuance of an RFP to hire the contractor. The Committee would select the contractor and provide direction to the contractor, both individually and as a committee. The contractor would then provide the services requested by the committee, including, for example, developing the job description, advertising for the position, reviewing applications, conducting background checks, interviewing candidates, and recommending a group of candidates to the Committee for review. The contractor could also assist the committee with establishing an interview document and conducting the interviews of the finalists. The Committee would then recommend one or more candidates to the Legislative Commission for approval.

Option 2: The Committee, or some of its members, could do the work itself. The Committee, or staff as directed by the Committee, could develop the job description and the procedure for soliciting applicants. The Committee (or a subcommittee) could review the applications, conduct the initial background checks and determine which candidates would be interviewed by the Committee. The Committee, or staff as directed by the Committee, would establish an interview document and conduct the interviews of the finalists. The Committee would then recommend one or more candidates to the Legislative Commission for approval.