

“GREEN SHEET”

Revised 06/03/2009

Meeting dates: June 5-6, 2009, Commission Meeting

Agenda item #3: **DIRECTOR SEARCH PROCESS AND JOB DESCRIPTION DEVELOPMENT – Discussion, Action and Public Testimony**

Staff Contact: Susan Yeager, Commission Executive Assistant

Presenter(s): Commission Chair Wecker will lead the discussion

Background:

Pursuant to RCW 77.04.055 (7), the Fish and Wildlife Commission is responsible for appointing the Director of the Department of Fish and Wildlife, and the Director serves at the pleasure of the Commission. Selecting the agency’s Director is an extremely important duty and priority of the Fish and Wildlife Commission. The Commission recognizes the urgency for completing this process so that the successful Director candidate may begin serving in the position by fall 2009 in order to provide time to prepare for the 2010 Legislative Session.

During its December 12-13, 2008, meeting, the Commission appointed Phil Anderson to serve as interim Director through at least June 30, 2009. In light of especially challenging state budget shortfalls, the search for a new Director was delayed until after completion of the 2009 Legislative Session.

In preparation for the Director candidate search process, information was provided to the Commissioners in March and discussions took place during the May 1, 2009, conference call meeting. At the May 8-9, 2009, meeting in Olympia, Commissioners reviewed additional materials, discussed and edited a draft position description/job announcement, and delayed making a decision on a final position description/job announcement to allow more time for receiving input from the Governor and the public prior to a final decision by the Commission. The Commission also delegated specific search-process related duties to Commissioners Wecker, Douvia, Mahnken, and Chew. These four Commissioners serve as the Search Committee for the Commission and will develop recommendations for consideration by the full Commission regarding the candidate search process in open public meetings.

[During a conference call on May 28, 2009, the search committee reviewed available options for conducting the candidate search process and will present its recommendation to the full Commission for consideration at this meeting.](#)

Public involvement process:

The Commission greatly values involvement by the citizens of this state and welcomes public input on the process utilized by the Commission for recruitment a new Department Director. The May 1 [and May 28](#), 2009, audio transcripts are posted on the Commission’s website, and a recording of the public testimony received at the May 8-9, 2009, Commission meeting in Olympia is also available to the public. The Commission will accept in-person public testimony related to the Commission’s search process during this agenda item.

The Commission continues to encourage comments from the public in writing and -- when practical -- as oral testimony at Commission meetings. Written comments received by June 2, 2009*, will be added to the Commission’s handout packets for the June 5-6 meeting in Olympia [*no new comments were received by the Commission Office](#).

Action requested:

[Updated 06/03/2009]

Approval of a search method by which the Commission will solicit candidates to consider for the director position; and approval of a final 2009 director position description, including flexibility for the Chair to make alterations as deemed necessary following discussions with the Governor.

The position description should be released for publication and distributed with a job announcement no later than June 12, 2009.

Draft motion language:

[Updated 06/03/2009]

- 1) "I move to select the state Department of Personnel's Executive Careers for conducting a director candidate search, as recommended by the Commission's search committee."

- 2) "I move to approve the 2009 Department Director position description as presented, pending alterations if deemed necessary by the Commission Chair following discussions with the Governor."

Justification for Commission action:

RCW 77.04.055* (7) The commission shall select its own staff and shall appoint the director of the department. The director and commission staff shall serve at the pleasure of the Commission.

* RCW citation retrieved 04/27/09 from the Internet at <http://apps.leg.wa.gov/RCW/default.aspx?cite=77.04.055>
