



Berkeley Rent Stabilization Board  
Leah Simon-Weisberg, Chair

# Memo

**To:** Rent Board Commissioners

**From:** Leah Simon-Weisberg, Chair and Solomon Alpert, Vice Chair

**Re:** Executive Director Recruitment and Hiring Process

---

## OVERVIEW

The prior executive director retired almost a year ago. The senior staff attorney Matt Brown stepped in as the interim executive director. Because of the Covid-19 Pandemic, the board was unable to begin a comprehensive search before now.

## GOALS

1. Create a timeline for process;
2. Select and work with a recruitment firm that will post and vet applicants;
3. Serve as the first round of interviewers;
4. Receive input from staff after staff panel interview;
5. Provide recommendations of top 4-5 candidates to be interviewed by all board members.

## Proposal

The Rent Board shall establish an ad hoc committee to oversee the recruitment and hiring processes for a permanent executive director.

1. Committee shall comprise the chair and 3 board members. The committee shall be expected to meet several times a month. Members shall email the chair expressing their interest in joining the committee by April 20, 2021.

2. The committee shall engage the services of a recruitment firm that will assist with the recruitment, vetting and interview process. The chair will seek recommended firms from the City of Berkeley Department of Human Resources.
3. Board shall vote at the April meeting to allow the chair with committee consultation to engage the firm as long as it is less than the amount that the executive director is allowed to approve without further board vote. If bids are higher than this amount, the chair shall return to the full board for approval.
4. The committee shall seek every opportunity to include staff participation including interview panels composed of classified and senior staff.
5. The committee may also hire a project manager to assist with administrative and organizational support. Because the rent board staff are already at capacity with normal agency responsibilities and that the present interim executive director is a candidate, it appears prudent to consider hiring temporary assistance as the board members all have full-time jobs in addition to their board responsibilities.