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DATE 23 April 1999

TO/DEST. OC Transpo Commission

FROM/EXP. Chief Administrative Officer

SUBJECT/OBJET **RECRUITMENT PLAN FOR THE POSITION OF GENERAL
MANAGER, OC TRANSPO**

DEPARTMENTAL RECOMMENDATION

That the OC Transpo Commission approve the proposed recruitment plan for the position of General Manager, OC Transpo.

BACKGROUND

The position of General Manager has been vacant since September 1998. OC Transpo has been managed since that time by M. Sheflin acting as the Interim General Manager assisted by the former Regional Auditor in the new role of Assistant General Manager.

The Commission has determined that a new direction is needed in the management of OC Transpo. Through the KPMG comprehensive review and increased exposure to the OC Transpo operation, we now have a clearer picture of the situation at OC Transpo and the task in front of us.

I indicated to the Commission last fall that we would seek to appoint a new General Manager in early 1999. I believe the time is now appropriate to commence the search in order to secure an appointment by the target date of September 1, 1999.

In accordance with Council's direction to merge our administrative systems where appropriate, we will be extending our Management, Professional and Exempt (MPE) job evaluation/pay equity plan to OC Transpo. Accordingly, the position of General Manager will be filled as an MPE - level 10 department head reporting directly to the Chief Administrative Officer.

It is proposed that the following persons form a candidate selection committee for this position:

A. Loney - Chair, OC Transpo
M. Beckstead - Chief Administrative Officer

M. Sheflin - Interim General Manager
E. Cameron - Manager, Human Resources, OC Transpo
A. Boettger - A/Human Resources Commissioner

Once the suitable candidate is selected, he/she will be proposed to the OC Transpo Commission for final and formal approval in accordance with corporate policy.

In order to obtain the best possible field of candidates from which to choose it is proposed that we engage the services of a professional executive search firm. A request for proposals will be issued to select a firm best able to respond to the needs of this position and our organization.

FINANCIAL CONSIDERATIONS

Funding will be found through the use of gapping funds from the vacant position.

Original signed by:

C.M. Beckstead