

Subject **Updated Director Interview Rubric and Interview & Appointment Process**
From Gail Bautista <gailnscrcd@gmail.com>
To Stephanie Moreno <smoreno@gcrcd.org>, Susan Hare <susanhare.gcrcd@gmail.com>
Cc Frank Maitski <maitskif@gmail.com>
Date 2024-09-22 08:36 PM



-
- NSCRCD Director Interview Rubric - Sheet1 (2).pdf(~62 KB)
 - [DRAFT] NSCRCD Director Vacancy Appointment Process (2).pdf(~98 KB)
-

Hi Susan, Stephanie

Attached is the updated .pdf of the interview rubric and the interview & appointment process. Please let me know if any corrections need to be made based on our last meeting.

Thank you
Gail

NSCRCD Director Interview Rubric

Applicant:

Interviewer (Director Name):

Rating Scale

Does Not Meet

Meets

Exceeds

	Draft Questions	Interviewer Notes	Rating
	<p>What do you bring to the NSCRCD that support its mission. Examples Include: natural resources conservation and management; agricultural and grazing management practices; public outreach and education; and local government policy and procedures; grant administration; community engagement; lived experience; environmental justice.</p> <p><i>*Their mission is to provide education and technical assistance to constituents and watershed stakeholders to sustainably manage soil, water and wildlife with the best available science.</i></p>		
	<p>What is your approach to decision making?</p>		
	<p>What questions do you have or us?</p>		

DRAFT
Interview & Appointment Process

1. Applications for the North Santa Clara Resource Conservation District (NSCRCD) vacancy shall be submitted through the Santa Clara County Boards and Commissions portal: <https://santaclaracounty.primegov.com/public/committees>
2. The established ad hoc committee will review all applications and screen all applications to ensure the eligibility criteria are met, and recommend candidates to be interviewed by the NSCRCD Board at either an upcoming regular district Board meeting or a special district Board meeting.
3. The Executive Director will notify the candidates who have been selected for an interview.
4. Candidates will be interviewed by the NSCRCD Board at a publicly noticed meeting.
5. The NSCRCD Board share the questions to the candidates in advance. The candidates will also indicate whether they need special accommodations. The Board will rate the candidate on a 3-point scale:

Rating Scale

Does Not Meet

Meets

Exceeds

6. After all candidates have been interviewed, the NSCRCD Board will debrief in open session. Each Director will have an opportunity to share who they'd like to recommend for appointment to the Board.
7. After the NSCRCD Board's discussion, vote on the final slate of candidates and prepare a letter of recommendation to the Board of Supervisors.

Per the County of Santa Clara's Notice of Unscheduled Vacancy on a Board, Commission, or Committee, the candidate must be appointed by the Board as a whole.

In the event the Chair's nomination is not approved by the Board as a whole, the Board will take additional time to consider the candidates until they can reach a majority vote.

8. Once the appointment has been approved by the NSCRCD Board by majority vote, the Executive Director will notify the County Clerk of the Board.