



County of Nevada
Department of Human Resources
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
Ph: 530-265-7010 Fx: 530-265-9841
www.mynevadacounty.com/hr

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: April 13, 2021

TO: Board of Supervisors

FROM: Steve Rose, Director of Human Resources

SUBJECT: Authorization of process to appoint a District Attorney to fill the vacancy for the remaining term due to District Attorney Clifford Newell retiring.

RECOMMENDATION: Authorize the process to appoint a District Attorney to fill the vacancy for the remaining term due to District Attorney Clifford Newell retiring.

FUNDING: Provided in budget.

BACKGROUND: Current District Attorney Clifford Newell has announced his retirement effective July 10, 2021. Pursuant to California Government Code section 25304 the Board of Supervisors shall fill by appointment all elective County officer vacancies that arise before the end of the current term. The individual selected to fill the office by the Board of Supervisors shall hold office for the unexpired term. The current term ends January 2, 2023 at noon.

In order to obtain candidates for the position for the Board of Supervisors to select from, the Human Resources Department will advertise the position using our standard practices. The following process and timeline are recommended:

- Advertise the position using our job posting website starting on April 13, 2021
- Human Resources and the CEO office will conduct outreach to community stakeholders
- Close the recruitment on May 13, 2021
- Send all qualified applicants to the Ad-hoc Selection Committee on May 18, 2021
 - Ad-hoc Selection Committee members are two members of the Board of Supervisors, Alison Lehman, County Executive Officer, and two out-of-county District Attorneys
- First-round interviews by the Ad-hoc Selection Committee on May 25, 2021

- Final candidates interviewed by the full Board on June 8, 2021 in open session
- Board to deliberate on June 8, 2021
- Final selection made and announced on June 8; appointee can begin on July 11, 2021

The selected candidate can be appointed effective July 11, 2021 and will hold office until noon on January 2, 2023 when the term ends. The appointee will have full rights and responsibilities of the Office of District Attorney.

Your consideration of this recommendation is appreciated.

Item Initiated and Approved By: Steve Rose, Director of Human Resources