Memorandum

CITY OF DALLAS

DATE October 14, 2025

TO Honorable Members of the Ad Hoc Administrative Affairs Committee: Jesse Moreno (Chair); Laura Cadena; Maxie Johnson; Cara Mendelsohn; Kathy Stewart

SUBJECT Options for Conducting the Inspector General Recruitment

This memorandum outlines four potential approaches for conducting the Inspector General (IG) recruitment, along with a high-level 12-week executive recruitment timeline attachment showing the standard process used by external hiring firms and the City's HR Recruitment Team.

The timeline highlights key milestones from role definition through appointment and onboarding, including Council engagement and integrity checks specific to the IG role. All dates and timelines assume a recruitment start date of October 20, 2025.

Recruitment Options

Option 1: Engage a Search Firm Under Current Contracts

- **Available Firms:** POLIHIRE; Korn Ferry (Sensa) – contracts valid through 2025
- **Estimated Timeline:** 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Up to $75,000
- **Notes:** Uses existing vendor agreements for a rapid start with minimal administrative setup.

Option 2: Issue a New RFP or Utilize a Cooperative Purchasing Agreement

- **Estimated Timeline:**
  - Vendor Identification and Contract Execution: October–November 2025 (30–45 days)
  - Search Process: 12 Weeks
- **Projected Candidate Slate:** February–March 2026
- **Estimated Cost:** $40,000–$75,000
- **Notes:** Expands the pool of qualified firms but extends the recruitment timeline due to procurement and contracting requirements.

Option 3: Exercise GovHR/MGT Guarantee

- **Estimated Timeline:**
  - Vendor Restart: October 2025
  - Recruitment: 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Advertising and logistics only ($2,500–$5,000)
- **Notes:** The fastest and lowest-cost option if using an external search firm but limited to the previous vendor's candidate pool and process.

Option 4: Conduct In-House Search (City of Dallas HR Department)

- **Estimated Timeline:** 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Within existing budgeted resources
- **Notes:** The most cost-efficient approach.

Posting Strategy

Regardless of the selected recruitment method, the **Inspector General position** will be posted beginning on the following platforms:

- LinkedIn
- American Bar Association (ABA)
- International Municipal Lawyers Association (IMLA)
- Texas Municipal League (TML)
- Association of Inspectors General
- Texas Bar

Comparative Overview

Option	Description	Timeline Start–Slate	Estimated Cost	Notes
1	Current Contract Firms (POLIHIRE, Korn Ferry)	October 2025–February 2026	≤ $75K	Established contracts; minimal setup time
2	New RFP or Cooperative Agreement	October 2025–March 2026	$40K–$75K	Most transparent; longer timeline
3	GovHR/MGT Guarantee	October 2025–February 2026	$2.5K–$5K	Limited candidate pool; minimal setup time
4	In-House (City HR)	October 2025–February 2026	Within existing resources	Cost-effective

Each recruitment approach provides a different balance of timeliness, fiscal impact, and transparency.

Following the Committee's direction, staff will proceed with the selected recruitment option and prepare a detailed implementation plan aligned with the City's standard recruitment process. For any questions or to request additional information, **please contact me at nina.arias@dallas.gov or (214) 470-2727.**

Nina Arias

Nina Arias (Oct 9, 2025 19:03:00 CDT)

Nina Arias
Human Resources Director

c: Attachment

Kimberly Bizor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Ahmad Goree, Chief of Staff
Directors and Assistant Directors

High-Level Executive Recruitment Timeline / Schedule

The following **12-week recruitment timeline** represents the standard process used by external hiring firms and the City's HR Recruitment Team, taking into consideration Council engagement and integrity checks unique to the Inspector General role:

Weeks	Milestone / Phase	Key Tasks
1–2	Define Role & Launch Planning	• Develop position profile highlighting key duties • Draft communications and recruitment plan (public posting, City website, LinkedIn, professional associations) • Secure Council approval on position profile, brochure, process, and outreach strategy
3–4	Deploy Recruitment Strategy	• Post job across oversight/ethics networks and job search platforms (Association of Inspectors General, LinkedIn) • Engage direct sourcing through professional networks and referrals • Initiate public communication campaign for transparency and robust candidate pool • Begin outreach to oversight/government organizations
5–6	Candidate Screening & Assessments	• Conduct prescreening of applications (minimum qualifications, independence criteria) • Schedule structured interviews with qualified candidates • Administer integrity, leadership, and conflict-of-interest assessments, as appropriate • Engage third-party background screening (financial, professional, criminal, conflict of interest)
7–8	Shortlist & Council Engagement	• Compile and present shortlist of candidates with detailed dossiers (resumes, references, background summaries) • Conduct structured interviews with City Council Members or designated Council Selection Committee • Incorporate stakeholder/community input session for transparency
9–10	Final Selection	• Facilitate Council deliberations and final candidate selection • Negotiate employment terms (salary, relocation, contract, independence guarantees) • Publicly announce finalist with rationale for selection
11–12	Appointment & Onboarding	• Formal Council vote and appointment of Inspector General • Execute contract and finalize employment arrangements • Deploy onboarding plan focused on independence, reporting protocols, and immediate priority-setting