

## PROPOSED – City Attorney Search Recruitment Plan

Item	Activity	Timeline	Week(s)
1.	Meet with CAO staff to solicit minimum qualifications, preferred requirements and recommend recruitment resources/sites/professional organizations/web sites/publications for job posting	2/8 – 2/14	1, 2
2.	Review and revise City Attorney Job Description	2/8 – 2/14	1, 2
3.	HR and Strat Comm to create a recruitment brochure	2/9 – 2/24	1 - 3
4.	HR presents at Commission Conference Meeting to provide direction on draft job description, recruitment brochure, and proposed timeline.	3/8	5
5.	HR posts position on Neo Gov and all recommended sites from staff and CC members	3/13	6
6.	HR collects applications	3/13 – 4/10	6 - 10
7.	CC establishes a Citizens Review Committee (CRC) and nominates candidates.	3/23	7
8.	HR meets with CRC to review roles, responsibilities, and develop interview questions	4/3 – 4/7	10
9.	Subject Matter Expert (SME) review of applications	4/10 – 4/14	11
10.	SMEs select 6-8 candidates to present to CRC	4/14	11
11.	Schedule interviews with CRC (Off-site location?)	4/17 – 4/21	12
12.	CRC interviews candidates and selects 3-4 for CC to interview	4/22 (Sat.)	12
13.	Third party (Employers Choice) conducts thorough background checks	4/24 – 5/1	13
14.	CC members submit interview questions to HR	4/21	11
15.	CC interviews 3-4 candidates	5/1 – 5/5	13
16.	If desired: Candidates present to CC in a Conference or Workshop for public comment	5/2 – 5/5	13
17.	CC votes at a Regular Meeting to enter negotiations with selected candidate	5/16	15