

# TIMELINE (TO BE APPROVED BY COUNTY BOARD)

Dates **highlighted in yellow** require County Board attendance.

ITEM	TASK	COMPLETION DATE
<b>Decision by County Board to proceed</b>		January 19, 2021
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>▪ Gather all pertinent background information</li> <li>▪ Gather salary information and review job description</li> <li>▪ Meet with staff, stakeholders, and each member of the County Board</li> </ul>	January 22,25 or 26, 2021
<b>Professional position profile</b>	Develop position profile and advertisement	February 9, 2021
<b>Approve position profile</b>	County Board approves profile, job description, salary range, and hiring process	<b>February 16, 2021</b>
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>▪ Post position immediately upon approval of profile</li> <li>▪ Comprehensively advertise</li> <li>▪ Email and phone calls to prospective candidates</li> </ul>	February 17, 2021- March 17, 2021
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	March 18, 2021
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	March 28, 2021
<b>Video interview</b>	Each semifinalist will complete a video interview	March 28, 2021
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>▪ County Board selects finalists for interviews</li> <li>▪ DDA will notify candidates not selected as finalists</li> </ul>	<b>April 6, 2021</b>
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>▪ Criminal background: county, state, national</li> <li>▪ Sex offender registry</li> <li>▪ Social Security number verification</li> <li>▪ Employment and education verification</li> <li>▪ Credit check</li> </ul>	April 20, 2021
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	April 20, 2021
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	April 20, 2021
<b>Finalist packet</b>	DDA will provide the Board information including: <ul style="list-style-type: none"> <li>▪ Summary of references</li> <li>▪ Results of background checks</li> <li>▪ Personality index reports</li> <li>▪ Video interview</li> <li>▪ Resumes, etc.</li> </ul>	April 26, 2021
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Board interviews be at a special meeting	<b>May 3, 2021</b>
<b>Decision</b>	County Board will select candidate for offer	May 3, 2021
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	May 18, 2021
<b>Projected start date</b>	New Administrator begins	June 15, 2021
<b>Follow up</b>	DDA will follow up periodically with the new Administrator	June 2022