



**Hiring Plan as of 5/15/23**

*Subject to change and updates*

**I. TARGET SCHEDULE**

	<b>Action</b>	<b>Date</b>	<b>Status</b>
1.	Commissioners Court approves hiring plan	5/16/2023	
2.	Berkeley Search Consultants (BSC) holds search kickoff meeting with HRRM	5/17/23 to 5/19/23	On track
3.	HRRM convenes the hiring committee of Commissioners Court staff with BSC to finalize job description and Stakeholder Input Questionnaire and Analysis Worksheets	Week of 5/22/23	On track
4.	Commissioners Court approves job description	6/6/2023	
5.	BSC sends Stakeholder Input Questionnaire to department heads that report to OCA	To Follow Approval of Job Description ( <i>earliest 6/7/23</i> )	
6.	BSC convenes first meeting with the hiring committee to review Stakeholder Input Questionnaire summary, develop candidate profile, preliminary search strategy and plan on how to conduct interviews.	To Follow Approval of Job Description ( <i>earliest 6/7/23</i> )	
7.	BSC convenes the hiring committee to discuss and finalize search strategy. *Search strategy to be provided to the hiring committee 3 days before meeting.	Week of 6/12/23	
8.	BSC sources and screens a wide range of candidates who meet qualifications and whose experience is a fit for the job description, candidate profile and phone screens top 10 candidates.	To Follow the Finalization of Search Strategy	
9.	HRRM conduct candidate discussions with the hiring committee to orient them and provide feedback to BSC as needed	To Follow the Finalization of Search Strategy	
10.	BSC provides formal updates to hiring committee	Week of 7/3/2023 Monthly thereafter	
11.	A) BSC presents resumes and applications of the most qualified candidates as test candidates to hiring committee	Week of 7/17/23	



	B) <b>Test</b> candidates will show a range of qualified candidates. Hiring committee will advise which <b>Test</b> candidates' qualifications are on point. BSC continues to recruit based on input received.		
12.	BSC presents its current slate of top candidates (target 6-8) to HRRM and the hiring committee and narrow down candidates to shortlist (target 4-6)	Week of 7/31/23	
13.	Round 1 interviews with the hiring committee	Target 8/7/23	
14.	BSC convenes the hiring committee to narrow down the shortlist to the top 3 candidates. BSC forwards recommended short list to Commissioners Court offices (including members)	Target 8/14/23	
15.	Round 2 interviews with each individual's Commissioners Court Office member	Week of 8/21/23	
16.	Executive session at Commissioners Court to discuss short list and select top candidate to make offer and authorize HRRM to conduct negotiations with candidate	9/19/23	
17.	HRRM extends offer to the top finalist. Complete professional references and all required verifications (degrees, licensure, certifications, etc.)	Week of 9/25/23	
18.	Offer accepted and search closes	End of week 10/2/23	
19.	Commissioners Court appoints County Administrator	10/10/2023	
20.	Process shifts to pre-employment and transition phase		
21.	<b>Start Date</b> set per mutual agreement. <b>Note:</b> <i>Projected start date for newly hired Candidate, TBD. Please allow for a 45-day notice and transition period after the pre-employment and background check have been completed.</i>		

## II. ROLES AND RESPONSIBILITIES

### Berkeley Search (BSC)

1. Actively recruit candidates that match target profile
2. Perform initial screen of candidates
3. Coordinate candidate orientation meetings with OCA and HRRM
4. Prepare materials needed to support the hiring process, including hiring strategy document, Stakeholder Input Questionnaire, candidate profile, and interview questions
5. Regularly update hiring committee with a frequency of no less than 30 days
6. Convene hiring committee and HRRM for candidate interviews
7. Based on hiring committee and other input, recommend short list of candidates to hiring committee and Commissioners Court

### Hiring committee

1. Meet as a full committee with HRRM and BSC to discuss and approve materials needed to support the hiring process, including job description, hiring strategy, Stakeholder Input Questionnaire, candidate profile, and interview questions
2. Receive regular updates from BSC
3. Provide feedback to initial list of candidates assembled by BSCs
4. Conduct interviews with candidates and coordinate interviews with BSC for Commissioners Court members
5. Confirm short list of candidates to be interviewed by Court members

### HRRM

1. Manage BSC to assure County expectations are met
2. Coordinate internal procedures around job posting and background checks
3. Conduct orientation and screening meetings with candidates
4. Provide feedback on candidates to BSC and, upon request, to hiring committee

*County employees with access to candidate identities and resumes will be asked to sign a confidentiality agreement.*