

Appendix A

Project Timeline & Milestones

Following are project components and timeline. This timeline reflects components, some of which are dependent on each other and some that will be processed in parallel. The time frame can be modified based on the Commission's priorities.

Milestone

Planning: This includes review and update of current job description as needed, identification of all advertising outlets, preparation of recruitment bulletin and advertisements. Review position salary. Meeting with Commission to discuss key indicators of successful candidates.

March
2017

Recruitment:

1. Place all recruitment advertisements. Reach out to professional human resources organizations and education institutions for candidate identification, monitor all incoming applicants to screen for qualifications. Establish interview panels to select top candidates for Commission consideration.

March/April
2017

Selection: Upon screening of applications and identification of the most qualified candidates, subject matter experts will be convened to interview and rank the candidates. Written exercises as well as interview assessments will be utilized. The top three ranks shall be submitted to the Personnel Commissions for final interview and selection. PCS will guide the Commission through the process. Backgrounds will be completed by PCS.

April/May
2017

Appendix A

PCS has reviewed the Commission's objectives and the following references the phased components as described. The cost for this project is \$30,000. All expenses related to this recruitment including advertising costs are included.

Planning – Plan Development:

Payment 33%

The deliverable will be a finalized project schedule detailing activities, targeted completion dates, responsibilities, and updated job description, recruitment schedule and opening of recruitment.

Recruitment:

Payment 33%

The deliverable will be the opening and closing of the recruitment with top candidates identified, screened, and all interviews completed.

Selection:

Payment 34%

The deliverable will be top candidate presented to Commissions for final selection and hire. PCS to assist in consulting and guidance after selection.