



Albemarle County

Legislation Text

File #: 16-212, **Version:** 1

AGENDA DATE: 3/2/2016

TITLE:

Recruitment and Selection Process - County Attorney and Board Clerk

SUBJECT/PROPOSAL/REQUEST: Consider and approve Action Plans for the process of recruiting and selecting the County Attorney and Board Clerk positions

ITEM TYPE: Regular Action Item

STAFF CONTACT(S): Walker, Foley, Davis, Gerome

PRESENTER (S): Doug Walker

LEGAL REVIEW: No

REVIEWED BY: Thomas C. Foley

BACKGROUND: The current County Attorney and Board Clerk have each announced their respective retirements effective June 1, 2016. The Board of Supervisors has indicated its interest in filling these vacancies as quickly as possible in order to avoid or minimize a gap in service. The County Attorney vacancy was posted for recruitment on February 1st with a deadline for receiving applications of March 1st. The Board Clerk position is expected to be posted for recruitment on March 1st with a deadline for receiving applications of April 1st. The selection process for both positions will require active engagement and involvement of the Board together with effective support from staff. To this end, staff has drafted an Action Plan specific for each of these recruitment and selection processes for the Board's consideration and approval.

STRATEGIC PLAN: Operational Capacity: Ensure County government's ability to provide high quality service that achieves community priorities

DISCUSSION: The Action Plan for the County Attorney recruitment is provided as Attachment A. While there are many detailed elements of the selection process, key consideration specific to the selection phase should be given to the following process steps:

- *Identification of stakeholders for input into selection criteria* - It is suggested that input regarding desirable qualities and attributes of the ideal candidate be solicited from "stakeholders" most closely connected to the core work of the County Attorney position. This input would complement input already provided by the Board in creating the Position Profile and would be used specifically in the development of interview questions, reference questions and any other evaluation tools such as writing assignment topics and/or role play scenarios. Suggested "stakeholders" are the County Attorney's Office staff, County Executive's Office staff, Leadership Council, and School Administration.
- *Human Resources staff initial screening of applicants* - It is suggested that HR conduct an initial screening to identify those applicants that meet minimum qualifications as identified in the position description and profile. Board members have access to all submitted applications and materials for

this position through the TalentEd system. Board members can take best advantage of this access by cross-checking applicants to verify that the most appropriate candidates are being identified.

- *Human Resources phone screening to determine candidates for interview* - Depending on the number of applicants that remain after the initial screening, it is suggested that HR conduct phone screenings to identify those applicants that most closely match the knowledge, skills, abilities and experience desired for the position. This screening would also include an assessment of “fit” based on attributes and qualities identified by the Board in creating the position profile, and as supported by any input from stakeholders. Again, Board members can use the access provided to the TalentEd system and cross check applicants to verify that the most appropriate candidates are brought forward for further consideration by the Board.
- *Board of Supervisors 1st round interview of selected candidates* - It is expected that the Board will conduct an initial interview with no more than five candidates. HR will provide recommended interview questions based on the attributes, qualities and technical skills identified by the Board along with any additional supporting input provided by stakeholders. These interviews would likely take about 30 - 45 minutes each (Closed Meeting) and, ideally, would all occur on the same day, perhaps in conjunction with a scheduled Board meeting, though a separate day may be desirable.
- *Board of Supervisors 2nd round interview of selected candidates* - It is possible that the Board will identify 2 or 3 “top” candidates for a second, more in depth interview. The interviews would likely take about 60 minutes each (in Closed Meeting) and, ideally, would occur on the same day. These candidates will be subject to reference checks and any special assignments such as writing sample prior to the second interview.
- *Board of Supervisors selection of preferred candidate* - It is expected that the Board will be able to reach consensus on its preferred candidate following the 2nd round interview. Once determined, the Board would commence negotiation of terms of an employment agreement with the selected candidate.

The draft Action Plan for the Board Clerk position is provided as Attachment B. Key consideration should be given to the following process steps:

- *Identification of stakeholders for input into selection criteria* - It is suggested that input regarding desirable qualities and attributes of the ideal candidate be solicited from “stakeholders” most closely connected to the core work of the Board Clerk position. This input would be used to complement input from the Board in the development of interview questions, reference questions and any other evaluation tools such as writing assignment topics and/or role play scenarios
- *Human Resources staff initial screening of applicants* - A large number of applicants are expected for this position. It is suggested that HR conduct an initial screening to identify those applicants that meet minimum qualifications as identified in the position description and profile.
- *Human Resources phone screening to determine candidates for interview* - It is expected that as many as 20 to 30 applicants will meet the minimum qualifications. It is suggested that HR conduct phone screenings to identify those applicants that most closely match the knowledge, skills, abilities and experience for the position. This screening would include an assessment of “fit” based on attributes and qualities identified by the Board and as supported by any input from stakeholders.
- *Board of Supervisors 1st round interview of selected candidates* - It is expected that the Board will conduct an initial interview with no more than 10 candidates (likely closer to 5). These interviews would

take about 15 - 30 minutes each (Closed Meeting) and, ideally, would all occur on the same day, perhaps in conjunction with a scheduled Board meeting.

- *Board of Supervisors 2nd round interview of selected candidates* - It is likely that the Board will identify 2 or 3 "top" candidates for a second, more in depth interview. The interviews would take about 45 - 60 minutes each (in Closed Meeting) and, ideally, would occur on the same day. The candidates will be subject to reference checks and any special assignments such as writing sample.
- *Board of Supervisors selection of preferred candidate* - It is expected that the Board will be able to reach consensus on its preferred candidate following the 2nd round interview.

BUDGET IMPACT: Costs for both positions are included in the budget. The actual budget impact will be determined by the specific terms of employment for each position

RECOMMENDATION:

It is recommended that the Board approve the Action Plan for the Board Clerk and the County Attorney as presented or as modified by the Board following discussion of this matter at the meeting.

Attachment A - Action Plan: County Attorney Recruitment

Attachment B - Action Plan: Board Clerk Recruitment