

**County of Napa – CEO
Proposed Search Schedule:
January 20, 2023**

<u>ACTIVITY</u>	<u>TIME FRAME</u>
I. Project Organization <ul style="list-style-type: none"> • Conference call discussion of recruitment process • Formalize project schedule 	Pre-Recruitment
II. Development of Candidate Profile <ul style="list-style-type: none"> • Meet w/Board members to discuss Ideal Candidate • Meet w/Department Heads to discuss Ideal Candidate • Develop Candidate Profile/Marketing Brochure to obtain approval • Meet w/Board Ad-Hoc Committee to Review/Approve Final Brochure • Develop advertising and recruiting plan 	¹ Two Weeks (Dec. 8, 2022 – Jan. 9, 2023) (Jan. 23 – Feb. 3, 2023) (Feb. 13, 2023) (Week of Feb. 13 th /Week of Feb. 20 th , 2023)
III. Recruitment <ul style="list-style-type: none"> • Optional: Community Survey: Survey Open Period (Community Survey: Feb.27, 2023 – April 10, 2023) • Advertise, network, and electronically post in appropriate platforms (Open Recruitment: Feb. 27th-April 11th) • Distribute candidate profile to up to 500 identified industry professionals • Post Brochure on firm’s website, social media, etc. • Focused outreach to individuals within the parameters of the Candidate Profile • Respond to all inquiries and acknowledge all resumes received within 48 hours 	Six Weeks
IV. Preliminary Interviews <ul style="list-style-type: none"> • Screen resumes and conduct Internet research • Identify leading candidates and request supplemental questionnaires • Review supplemental questionnaires • Recruiter conducts preliminary interviews with leading candidates 	Two Weeks (April 11, 2023 – Apr. 25, 2023) (Apr. 24 th & Apr. 25 th)
V. Recommendation of Candidates/Selection of Finalists <ul style="list-style-type: none"> • Provide written recommendation of candidates to the Board of Supervisors • Meeting to provide overview of recommended candidates • Board of Supervisors selects finalist candidates for finalist interview process • Peckham & McKenney notifies all candidates of status in recruitment process 	One Week (May 1, 2023) <i>(Special Closed Session)</i>
VI. Finalists Interview Process <ul style="list-style-type: none"> • Facilitate finalist interviews with the Board of Supervisors • Assist County throughout process and provide recommendations • Board of Supervisors selects finalist 	One Week (May 8, 2023) <i>(Special Closed Session)</i>
VII. Qualification <ul style="list-style-type: none"> • Conduct thorough background and reference checks on leading candidate 	One Week (May 15, 2023 – May 19, 2023)
VIII. Next Steps <ul style="list-style-type: none"> • Calendar Employment Agreement for Board Approval • Selected Candidate Provides 30-Day Notice to Current Organization • Anticipated Selected Candidate Start Date 	One Week (May 16 th or June 6 th , 2023) (July 1, 2023)

¹ This Two-Week timeline takes into consideration that the Ad-Hoc Committee will not be appointed until Feb. 6th, after which the Candidate Profile/Recruitment Brochure can be reviewed and approved. This timeline does not include the preliminary work completed in December/January (i.e. 1 o 1 Zoom calls with each Board member to obtain the “Ideal Candidate” characteristics (Dec. 8th – Jan. 9th).