

# Proposed OPA Director Search Process

**Nomination Due Date** June 30, 2022



Stage 1		Complete By: May 27, 2022
<input type="checkbox"/>	March 11, 2022	(1) Retain search firm
<input type="checkbox"/>	March 25, 2022	(1) Form Search Committee (2) Required composition: <ul style="list-style-type: none"> <li>a. One fourth of the search committee must be CPC commissioners</li> <li>b. Council representation</li> <li>c. SPD representation</li> </ul> (3) Additional composition <ul style="list-style-type: none"> <li>a. Mayor's Office</li> <li>b. Community representation</li> </ul> (4) Review job description
<input type="checkbox"/>	April 1, 2022	(1) Update job description
<input type="checkbox"/>	April 8, 2022	(1) Post position
<input type="checkbox"/>	May 13, 2022	(1) Resume submittal cutoff (2) Begin review process
<input type="checkbox"/>	May 27, 2022	(1) Pick panel interviewers (2) Suggested 4-6 candidates



<b>Stage 2</b>		<b>Complete by: June 30, 2022</b>
<input type="checkbox"/>	May 30, 2022	(1) Provide written assessment question to interviewees a. What would you do in your first 100 days at OPA? b. How would you gain and maintain community trust while remaining objective and acting in accordance with law and policy?
<input type="checkbox"/>	June 8, 2022	(1) Receive assessments (2) Begin review of assessments
<input type="checkbox"/>	June 17, 2022	(1) Complete and grade writing assessments (2) Finalize panel interview questions for candidates
<input type="checkbox"/>	June 20-22, 2022	(1) Conduct panel interviews (2) Conduct one-on-one interviews with SDM Harrell (3) Social media searches and reference checks
<input type="checkbox"/>	June 23, 2022	(1) Recommend three finalists to the Mayor (2) Public forum(s) with three finalists
<input type="checkbox"/>	June 30, 2022	(1) Mayor makes nomination from three finalists (2) Notify City Council of the nomination (3) In the alternative, notify City Council that a new search will be commenced