

THROUGH THESE DOORS WALK ONLY THE FINEST PEOPLE – THE CITIZENS OF ESCAMBIA COUNTY. DECISIONS ARE MADE IN THIS ROOM AFFECTING THE DAILY LIVES OF OUR PEOPLE. DIGNIFIED CONDUCT IS APPRECIATED.

CHAMBER RULES

1. IF YOU WISH TO SPEAK, YOU WILL BE HEARD.
2. YOU MUST SIGN UP TO SPEAK. SIGN-UP SHEETS ARE AVAILABLE AT THE BACK OF THE ROOM.
3. YOU ARE REQUESTED TO KEEP YOUR REMARKS BRIEF AND FACTUAL.
4. BOTH SIDES ON AN ISSUE WILL BE GRANTED UNIFORM/MAXIMUM TIME TO SPEAK.
5. DURING QUASI-JUDICIAL HEARINGS (I.E., REZONINGS), CONDUCT IS VERY FORMAL AND REGULATED BY SUPREME COURT DECISIONS. VERBAL REACTION OR APPLAUSE IS NOT APPROPRIATE.

PLEASE NOTE THAT ALL BCC MEETINGS ARE RECORDED AND TELEVISED

AGENDA

Board of County Commissioners

Special Meeting – January 7, 2010 – 3:30 p.m.

Governmental Complex – First Floor

1. Call to Order.

(PLEASE TURN YOUR CELL PHONE TO THE VIBRATE, SILENCE, OR OFF SETTING)

2. Was the Meeting Properly Advertised?
3. Discussion Concerning the Board's Options and Direction, as Provided by the Human Resources Division, for Determining an Acting County Administrator Upon the Expiration of the Current County Administrator's Contract
4. Adjourn



Escambia County

Proposed

Recruitment Plan

(January - April 2010)

1. HR – Pre- Posting Activities: January 11, 2010 – January 15, 2010

- Prepare detailed Job Description – duties, responsibilities, knowledge, skills
- Determine Required Qualifications
- Determine Recruitment Range and Negotiating Cap
- Develop Supplemental Questions for Job Posting
- Determine Selection Committee (odd number, no more than 5)
- Determine Advertising Budget: **\$12,500** for 30 Days
- Determine Travel Budget for Candidates: **\$10,000** for 7-8 candidates
- Determine Relocation Budget: **\$10,000 - \$15,000**

2. HR - Advertise – 30 Calendar Days: January 18, 2010 – February 19, 2010

- Florida Association of Counties
- National Association of Counties
- ICMA
- Pensacola News Journal
- Escambia County Web Site
- Various National News Papers
(Example: Wall Street Journal - \$1,429 (1 day print, 30 days online))

3. HR conducts Preliminary Candidate Screening: By February 26, 2010

- Application Review
- Prepare matrix
- Establish Referral List of Candidates
- Prepare binders with applications/resumes for committee

4. 1st Panel Review – Selection Committee: By 03/03/2010

- Review Referred Candidates and Matrix
- Develop Questionnaire
- Select candidates to receive questionnaire

5. HR - Distribute Questionnaire: By 03/05/2010

- Distribute and confirm receipt of questionnaire to candidates

6. HR - Distribute Questionnaire Replies to committee: By 03/17/2010

- Collect replies
- Prepare binders for distribution to committee
- Board Recommendation for candidate travel reimbursement

7. 2nd Panel Review – Selection Committee: By 03/23/2010

- Review Questionnaires
- Determine candidates for telephone interviews
- Develop Telephone Interview Questions

- 8. Telephone Interviews Conducted: By 03/26/2010**
 - HR coordinates candidates and committee
 - Committee selects candidates for Face-to-Face Interviews
 - Committee develops Face-to-Face Interview Questions

- 9. Face-to-Face Interviews Conducted by 04/02/2010**
 - HR Coordinates Interviews with Candidates & Selection Committee
 - HR Coordinates travel & travel reimbursement
 - Interviews Conducted
 - Selection made or re-advertise

- 9. County Attorney executes contract: By 04/12/2010**
 - Total Compensation Package Negotiated
 - Contract executed

- 10. Regret Letters: By 04/16/2010**
 - To interviewed candidates that were not selected.

Approximate Recruitment Time Line

Pre-Posting Activities	Job Posting	Referral List	1st Panel Review	2nd Panel Review	Phone Interviews	Interviews	Contract Executed
Jan 11-15	Jan 18 – Feb 19	By Feb 26	By Mar 3	By Mar 23	By Mar 26	By Apr 2	By Apr 12

Note: Timeline subject to change based on volume and scheduling conflicts.