

## Chief Judge Recruitment

### Detailed Timeline and Milestones

*Dates reflect the City's targeted timeline and are subject to change.*

Date	Event / Milestone	Purpose	Deliverables / Outcome
1/30 through February 2020	<b>Stakeholder Meetings</b>	Engage key stakeholders to learn multiple perspectives on the role of the judge, expectations, and qualifications for success in order to strengthen Job Announcement and prepare for screening.	<p><b>Met with the following:</b></p> <ul style="list-style-type: none"> <li>• Recruiter 1x1s with all members of Council, City Manager, City Attorney, Court Administrator, Current Chief Judge.</li> <li>• Recruiter and HR Staff led groups: CAO and City Clerk, FCPD and CSUPD, (External) Contracted Defense Attorneys (External)</li> <li>• Additional HR Staff led groups: Municipal Court Staff, CSU Conflict Resolution, Code Enforcement, Restorative Justice staff, Parking Enforcement, Natural Areas Rangers, external community groups including Murphy Center, Outreach Fort Collins, Women's League of Voters.</li> <li>• Other stakeholder meetings being considered.</li> </ul> <p><b>HR Staff Deliverable:</b> Prepare themes for Council review.</p>
2/7/2020	<b>Position Announcement Go Live</b>	Launch statewide marketing, recruitment, and outreach campaign.	<p>Postings and campaign sites include:</p> <ul style="list-style-type: none"> <li>• LinkedIn</li> <li>• Colorado Bar Association</li> <li>• Colorado Women's Bar Association</li> <li>• Colorado Hispanic Bar Association</li> <li>• Sam Cary Bar Association</li> <li>• Asian Pacific American Bar Association of Colorado</li> <li>• Colorado Trial Lawyers Association</li> <li>• Colorado Municipal Judges Association</li> <li>• Larimer County Bar Association</li> <li>• Colorado Municipal League Attorney Listserve</li> <li>• National Judge's Association</li> <li>• American Bar Association</li> <li>• Colorado District Attorney's Association</li> <li>• Colorado Public Defenders</li> </ul>

3/6/2020	<b>Application Review Begins</b>	Recruiter initiates screening of applications.	No action from City.
3/16/2020	<b>Recruiter sends semi-finalist application materials (marked and treated as “confidential” information) to City representatives for review. Recruiter also sends information regarding the entire candidate pool as information only.</b>	In anticipation of 3/19/2020 Ad Hoc Committee meeting, members will have 3 days to review semi-finalist content.  <b>Assignment:</b> Ad Hoc Council Members will be asked to review materials in preparation for the 3/19/2020 meeting. Detailed instructions to follow.	The following will be provided to Council Ad Hoc Committee Members: <ul style="list-style-type: none"> <li>• Candidate Resume / CV</li> <li>• Candidate written responses to qualitative questions</li> <li>• Link to “HireVue” candidate video responses to qualitative questions</li> <li>• Guide for reviewing capabilities and competencies</li> <li>• City staff to post 3/19 committee meeting—note that a possible executive session will take place to discuss a personnel matter related to the hiring of chief judge</li> <li>• CAO to prepare motion to go into executive session for committee members</li> </ul>
3/19/2020 8:00– 10:00 am	<b>Ad Hoc Committee meeting to review semi-finalist candidates</b>	Discuss semi-finalist candidates.	If motion to go into executive session approved, discuss candidates and their qualification in executive session.  In open meeting after executive session, decide which four + alternate top candidates to invite for onsite interviews or next steps needed to agree on finalist candidates.
3/26/2020	<b>Deadline for naming finalist candidates</b>		City Staff notify recruiter of four + alternative finalist candidates.
3/30/2020	<b>Invitation to finalists for onsite interviews</b>	Recruiter notifies finalists of status and invites them to onsite interviews.	City receives confirmation that finalists accepted invite.
4/3/2020	<b>Publicly announce finalists</b>	Inform public of finalist candidates who have accepted invitation to interview.	Press release and other appropriate public communication.
4/21/ – 4/23/2020	<b>Chief Judge Onsite Interviews</b>	Evaluate finalist candidates.	A variety of activities planned to allow for thorough evaluation of candidates by Council members, City staff, and key stakeholders.  Select events posted for public participation.  Three options for Council participation will be presented—interviews

			<p>during April 21 Council meeting and or during a weekday</p> <p>Council should consider motion to adjourn 4/21 meeting to 4/28 for purposes of having executive session.</p> <p>If Council approves motion, the 4/28 meeting will need to be posted as possible executive session.</p> <p>CAO to draft motion to go into executive session and give to CC by 4/28/20.</p>
4/15/2020	<b>Deadline to submit AIS for resolution authorizing members of Council to begin negotiations regarding terms and conditions of employment with selected candidate for chief judge position</b>	Draft AIS	HR to draft AIS and CAO to draft resolution that leaves name blank. Both go to print 4/22/2020.
4/28/2020	<b>Executive Session to discuss finalist(s)</b>	Allow full Council to hear and discuss selection recommendations from Ad Hoc Committee.	<p>Council will need to make and approve motion to go into executive session.</p> <p>Prepare for Council vote in open meeting.</p>
4/28/2020	<b>Council Resolution Authorizing Certain Members of Council to Begin Negotiations re Terms and Conditions of Employment Agreement with a Person Named in the Resolution. Name to be filled in during the Council Vote</b>	<p>Vote on next steps:</p> <ul style="list-style-type: none"> <li>• Agreement on top choice candidate?</li> <li>• Request additional steps to evaluate candidates?</li> </ul>	<p>City Staff receive guidance on next steps in recruitment.</p> <p>Posted for Public.</p>
4/29/2020	<b>Authorized Council members engage in negotiations with top choice candidate (if</b>	If top choice candidate identified, initiate offer and negotiations.	

	appropriate)		
5/5/2020	<b>Secure contract with top choice candidate</b>	With support from City Attorney's Office, prepare contract for Chief Judge.	
Unknown, depends on date appointment resolution will go to CC	<b>AIS for upcoming resolution appointing Chief Judge and approving employment agreement</b>	File AIS with City Clerk.	CAO to draft resolution and finalize for print by Wednesday before Council meeting where resolution to be considered.
5/5/2020	<b>Council Resolution Appointing Chief Judge and approving the employment agreement for the Chief Judge position</b>	Appoint Chief Judge and approve employment contract.	Press Release and other appropriate public communication.
6/1/2020	<b>New Chief Judge start date</b>		