

# 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) Work with Seattle Department of Human Resources to prepare for search process
<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



**Stage 2 Complete by: June 30, 2022**

<input type="checkbox"/>	May 30, 2022	<ul style="list-style-type: none"> <li>(1) Provide written assessment question to interviewees               <ul style="list-style-type: none"> <li>a. What would you do in your first 100 days at OPA?</li> <li>b. How would you gain and maintain community trust while remaining objective and acting in accordance with law and policy?</li> </ul> </li> </ul>
<input type="checkbox"/>	June 8, 2022	<ul style="list-style-type: none"> <li>(1) Receive assessments</li> <li>(2) Begin review of assessments</li> </ul>
<input type="checkbox"/>	June 17, 2022	<ul style="list-style-type: none"> <li>(1) Complete and grade writing assessments</li> <li>(2) Finalize panel interview questions for candidates</li> </ul>
<input type="checkbox"/>	June 20-22, 2022	<ul style="list-style-type: none"> <li>(1) Conduct panel interviews</li> <li>(2) Conduct one-on-one interviews with SDM Harrell</li> <li>(3) Social media searches and reference checks</li> </ul>
<input type="checkbox"/>	June 23, 2022	<ul style="list-style-type: none"> <li>(1) Recommend three finalists to the Mayor</li> <li>(2) Public forum(s) with three finalists</li> </ul>
<input type="checkbox"/>	June 30, 2022	<ul style="list-style-type: none"> <li>(1) Mayor makes nomination from three finalists</li> <li>(2) Notify City Council of the nomination</li> <li>(3) In the alternative, notify City Council that a new search will be commenced</li> </ul>