

LUZERNE COUNTY COUNCIL HIRES

COUNTY MANAGER			2011									2012		
	TASK	RESPONSIBLE	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Develop Job Descriptions & Salary Scale	LC HRTC												
2	Develop Advertisement & Placement	LC HRTC												
3	Advertise for & Receive Applicants	LC HRTC / MMR and/ or LC HR												
4	Initial Categorization (High-Med-Low)	LC HRTC / MMR and/ or LC HR												
5	Ranking of High Candidates	LC HRTC												
6	Interview (telephone) of Highest (5-10)	LC HRTC												
7	Re-ranking of interviewed candidates	LC HRTC												
8	Review of Process and Candidates	LC Council Elect												
9	Interview (in person) of Highest (3-5)	LC HRTC / LC Council Elect												
10	Hire County Manager	LC Council												

CLERK TO COUNTY COUNCIL			2011									2012		
	TASK	RESPONSIBLE	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Develop Job Descriptions & Salary Scale	LC HRTC												
2	Develop Advertisement & Placement	LC HRTC												
3	Advertise for & Receive Applicants	LC HRTC / MMR and/ or LC HR												
4	Initial Categorization (High-Med-Low)	LC HRTC / MMR and/ or LC HR												
5	Ranking of High Candidates	LC HRTC / LC Council Elect												
6	Interview (In Person) & Re-ranking	LC HRTC / LC Council Elect												
7	Hire Clerk to County Council	LC Council												

SECRETARY TO COUNTY COUNCIL			2011									2012		
	TASK	RESPONSIBLE	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Develop Job Descriptions & Salary Scale	LC HRTC												
2	Develop Advertisement & Placement	LC HRTC												
3	Advertise for & Receive Applicants	LC HRTC / MMR and/ or LC HR												
4	Initial Categorization (High-Med-Low)	LC HRTC / MMR and/ or LC HR												
5	Ranking of High Candidates	LC Council Elect												
6	Interview (In Person) & Re-ranking	LC Council Elect												
7	Hire Secretary to County Council	LC Council												

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PREPARED FOR DISCUSSION PURPOSES ONLY!!!