

LUZERNE COUNTY MANAGER HIRES

COUNTY DIVISION HEADS			<u>2011</u>									<u>2012</u>		
	<u>TASK</u>	<u>RESPONSIBLE</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>
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 Manager												
9	Interview (In Person) & Re-ranking	LC Manager												
10	Hire Division Head	LC Manager												

SOLICITOR & CHIEF PUBLIC DEFENDER			<u>2011</u>									<u>2012</u>		
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7	Hire Solicitor & Chief Public Defender	LC Manager												

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PREPARED FOR DISCUSSION PURPOSES ONLY!!!