

2018 Full Timeline for Process of Hiring and Appointing Municipal Court Judges

Timeframe	Task – New Judges/ Task – Current Judges
	*black type indicates common task
Week 1: Dec 11, 2018	
Week 2: Dec 18, 2018	<ul style="list-style-type: none"> Recruitment begins. HRD begins formal advertisement with job posting (30 days). HRD launches recruitment ads on niche websites, social media, and direct mail flyers to targeted individuals nationwide. Presiding Judge identifies and contacts Applicant Screening, Review and Interview Panel participants. HRD coordinates Panel scheduling.
Week 3 – 4: Jan 8-Jan 22, 2018	<ul style="list-style-type: none"> HRD screens applications. HRD provides periodic updates to Judicial Committee on number of qualified applicants. HRD provides copies of qualified applications to Applicant Screening Panel. Municipal Court Clerk provides copies of evaluation materials to Review Panel. Review Panel meets to review, evaluate and provide a recommendation on all current judges based on evaluation materials. Review Panel will submit recommendations for appointments to the City Council Judicial Committee for approval (1/22/18 meeting)
Week 5: Jan 29, 2018	<ul style="list-style-type: none"> Applicant Screening Panel will meet and identify the highest ranked qualified candidates to receive panel interviews <i>Optional: If required, HRD will coordinate scheduling current judges identified on 1/22/18, if any, for interviews with the Council Judicial Committee.</i>
Week 6: Feb 5	<ul style="list-style-type: none"> Applicant Screening Panel will submit recommendations for candidates to be interviewed to the City Council Judicial Committee for approval. (2/5/18 meeting) HRD will coordinate scheduling candidates for Interview Panel interviews. <i>Optional: current Judges requiring further review will interview with Council Judicial Committee members (2/5/18 meeting)</i> Judicial Committee will determine how many vacancies they have to fill (2/5/18 meeting)
Week 7-8: Feb 12-Feb 19, 2018	<ul style="list-style-type: none"> Interview Panel conducts interviews and determines recommendations of top candidates to Judicial Committee
February 22, 2018	<ul style="list-style-type: none"> Interview Panel presents recommended top candidates to City Council Judicial Committee (2/22/18 meeting) City Council Judicial Committee reviews/approves top candidates. (2/22/18 meeting) HRD initiates and finalizes references and background checks for top candidate(s).

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		<ul style="list-style-type: none">• HRD will coordinate top candidates' contingent job and salary offers.• <i>Optional: If further interviews of new applicants are required by the Judicial Committee, HRD coordinates scheduling</i>
No later than Feb 28, 2018		<ul style="list-style-type: none">• HRD coordinates with the Law Department to draft ordinance and place on March 8, 2018 City Council agenda.
March 8, 2018		<ul style="list-style-type: none">• Council meets and appoints the new Presiding Judge, Community Court Judge, Associate and Substitute Associate Judges no later than the March 22, 2018 Council Meeting.
TBD		<ul style="list-style-type: none">• HRD Facilitates on-boarding for new Presiding Judge, Community Court Judge, Associate and Substitute Associate Judges.