



RESOLUTION NO. 21-05

**RESOLUTION ADOPTING THE PUGET SOUND EMERGENCY RADIO NETWORK
(PSERN) OPERATOR'S INITIAL STAFF HIRING METHODOLOGY**

A RESOLUTION of the PSERN Operator Board of Directors adopting of the Puget Sound Emergency Radio Network (PSERN) Operator's initial staff hiring methodology.

WHEREAS, the PSERN Operator desires to approve an initial staff hiring methodology to address critical staffing needs.

WHEREAS, an initial staff hiring methodology, provided as Attachment A, was developed by PSERN project staff and provided to the PSERN Joint Board for its consideration.

WHEREAS, on February 25th, 2021, the PSERN Joint Board approved the initial staff hiring methodology, provided as Attachment A, and directed PSERN project staff to provide it to the PSERN Operator Board of Directors for consideration.

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. The Board of Directors approves the initial staff hiring methodology, provided as Attachment A.

Section 2. If any portion of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution.

Section 3. This resolution shall take effect immediately upon its passage.

ADOPTED at the special meeting of the PSERN Operator Board of Directors, this 25 day of March, 2021.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

DocuSigned by:
Lora Ueland
8D80E2CC28BE47B

Lora Ueland, Chair

PSERN Operator Initial Staff Hiring Methodology

Step 1: Starting a Recruitment (Following the Execution of the Staffing Agreement)

Following approval of the Hiring Plan, the PSERN Project will arrange a recruitment kick-off meeting with a KCIT HR Analyst.

The purpose of that first meeting is to set the recruitment up for success. Parties will include a KCIT HR Analyst, at least one representative from the PSERN Operator Board of Directors, the Director of the PSERN Project (David Mendel), and one of the PSERN Project's Senior Administrators (Armand Eichhorn). The discussion with HR will include:

- Timelines. How long will the recruitment process to take?
- The position's body of work and the needed type of position (e.g. appointed).
 - Proposed level of compensation.
- A review of the recruitment process on a macro level.

The Job Description, once approved, will be used as the basis for the Job Announcement developed by the Operator.

The approved Job Description will be used as the basis of the Job Announcement, which will be the content posted on various employment websites. The Operator will draft a general Job Announcement based on the approved Job Description.

Following the kick-off meeting the KC HR Analyst would normally provide help in reviewing the job description and announcement for the following:

- That the job description and job duties as written are representative of the identified classification.
- That the minimum qualifications listed are reasonable for the position.
- If supplemental questions are needed to help screen in the NEOGOV recruitment system?
- That the announcement incorporates equity and social justice elements.

Note: changes will not be made to the job description unless the Board of Directors and/or the Chair approve the changes.

Step 2: Post Job Announcement

The PSERN Operator will approve the recruitment sourcing and the duration of the job posting.

A number of specific job posting sites, where the job announcement may be posted / targeted, are noted below:

- King County Jobs Site (NEOGOVS)
- PSERN.org

- The Association of Public-Safety Communications Officials (APCO)
- Indeed
- Dice
- CareerBuilder
- Monster
- The Ladders

The recommended duration of the initial job is posting 6 weeks (42 days) for the Executive Director and 2-4 weeks for other staff. Additional postings can be made if the initial posting fails to provide desirable candidates. Additional recommendations include a requirement that each candidate fill out the submit a resume and cover letter indicating interest in the Executive Director position.

During this time, the PSERN Operator Board of Directors, PSERN Project partners, and related staff should also share the job description and announcement with their professional networks and associations. Some professional associations that will be targeted include:

- Motorola Trunked Users Group (MTUG)
- Safer Building Coalition (SBC)

Step 3: Development of Materials

The PSERN Operator will develop recruitment materials.

The PSERN Operator will develop / approve the following materials.

A King County template for the screening matrix will be provided for use. Updates to the content of the matrix will be made by the PSERN Operator. Moreover, once the raters are identified and the materials are developed, King County Human Resources will need access to the below documents:

- Screening matrix (a template for rating the first round of applicants).
- Operator will select one or more reviewers for minimum qualifications (SME Review)
- Interview questions (including an answer guide and scoring methodology).
- Interview panel members names (additional recommendations on panel members are noted below).

Step 4: Process Applications and Submitted Materials and Set up Interviews

King County will collect the applications.

KC HR will provide the recruitment lead(s) with all the applications of all applicants once the job posting is closed.

The PSERN Operator will screen the applications.

The screening tools that were created and reviewed will be used to review the applicants. Screening should be completed within 5 days of the end of the advertisement period. The most qualified applicants meeting minimum qualifications are then selected for interviews. The Operator will set up interview times and invite the selected candidates for interviews.

KC HR will then notify those applicants not selected for an interview.

The PSERN Operator will interview and select finalists.

Within a week of reviewing the applications, interviews of the selected candidates should begin using the tools and scoring mechanisms already created.

The recommended process for the Executive Director recruitment includes:

- After initial screening of the applications, two rounds of interviews will be conducted.
 - The goal of this initial round is to identify two finalists.
 - The second-round interview is to select the candidate to offer the position.
- The initial interview panels will include two representatives each, from:
 - The PSERN Project Operations Board
 - The PSERN Project Technical Committee
 - PSERN Operator Board of Directors.
- The Second interview panel should include different representatives each, from:
 - One member from the PSERN Project Operations Board
 - One member from the PSERN Technical Committee
 - Two of the members of the PSERN Operator Board of Directors, including the Chairperson.
- King County HR will send raters or panel members a “recruitment information” email with needed information on the recruitment.
- Executive Director initial classification should be an Emergency Radio Communication Division Director (Grade 87) level position with a salary range of \$157,138-\$199,181

Other staff recruitment initial screeners and interview panelists will be determined by the Executive Director in consultation with the Board of Directors.

Once the final candidate is selected, the score sheets with any applicable notes will be returned to KC HR.

Before conducting reference checks, the interviewers must submit their recruitment summary, interview materials, and interview scoring summary to the HR Analyst for review.

Step 5: Reference Checks

The PSERN Operator will conduct reference checks.

After the final candidate has been approved, the PSERN Operator will check references. KC HR will

If the finalist is a current or former King County employee:

need three documented reference checks, one of which must be the finalist's current supervisor. The KC HR Analyst can provide a template for use during the reference checks if needed. The reference information and the summarized referenced feedback, once documented, needs to be submitted to the HR Analyst. The HR Analyst will schedule a time to go and review the employee's personnel file for any issues.

Step 6: Making an Offer

King County will make the formal offer:

Once the applicant has been selected and the reference checks have been completed, a verbal offer to the candidate can be made by the Chairperson of the PSERN Operator. Following which, the KC HR Analyst will create and send an offer letter to the finalist, and the Chairperson will review and approve the final offer letter prior to being sent to the final candidate.

KC HR will contact the remaining candidates to notify them that were interviewed but not selected.

PSERN Project: Preparing for the arrival of the new employee.

The PSERN Project will fill out and submit an Onboarding form which will set the employee up with tools they need to perform their job (computer, email, phone, etc.).