

CVTA Executive Director Recruiting Process and Timeline

1. 8/9/21 HR Roundtable (available members) met to discuss possible staff structure
 - a. Three options identified
 - b. All include an Executive Director position
 - c. Current job descriptions used by NVTA and HRTAC obtained
2. 8/17/21 HR Roundtable met with CVTA Personnel Committee to present three staffing structure options
 - a. CVTA Personnel Committee requested the HR Roundtable create a draft Executive Director job description, along with compensation and benefit package to be reviewed at the next meeting; budget requested from HR Roundtable
3. 8/26/21 HR Roundtable Meeting
 - a. Job description drafted and sent to team for review - Yvonne
 - b. Draft Executive Director Profile sent to team for review and update - Mary
 - c. Compensation and classification – Wanda obtained the current salary and benefits provided to the Executive Directors for NVTA and HRTAC; Henrico HR Team prepared to conduct classification review and provide recommendation
 - d. Benefits – the team discussed and agreed to recommend CVTA staff be provided benefits and payroll support from PlanRVA
 - e. Recruiting timeline to be created - Janet
 - f. Additional feedback/invitation to participate from other jurisdiction HR Directors – Mona and Janet
 - g. Online recruiting mechanism - Hanover County's NeoGov or PlanRVA – Janet to lead if Hanover County NeGov selected (similar to RRPDC recruiting)
4. 8/30/21 HR Roundtable Meeting
 - a. Draft job description reviewed and finalized for presentation to Personnel Committee
 - b. Compensation and benefits recommendation finalized
 - c. Timeline started and reviewed
 - d. Draft Executive Director Profile updated
5. Next steps (after next Personnel Committee meeting)
 - a. Need to determine where the advertise
 - b. Set up online recruiting
 - c. HR Team to draft interview questions, send to Personnel Committee for feedback
 - d. HR Team to schedule interviews
 - e. HR Team to conduct background of finalist, to include fingerprint, references, academic, and credit check
6. Draft Timeline
 - a. 10/1/21 – position is posted/advertised with links on all nine jurisdictions' websites and PlanRVA website; digital recruiting brochure attached
 - i. Require cover letter and resume
 - ii. Require salary history and requirements
 - b. 10/31/21 – Closing date of the job posting; HR Team to begin pre-screening applicants and sort into three groups (A=yes, B=maybe, C=no)
 - c. 11/5/21 – HR Team to meet to finalize pre-screening and provide all applicants to Personnel Committee for further screening and selection of candidates to interview
 - d. TBD (between 11/8/21 and 11/19/21) – meeting with HR Roundtable and CVTA Personnel Committee to review/discuss candidates selected for interviews

- e. 12/3/21 – CVTA Personnel Committee and full Authority meet with HR Team to review applications and finalize list of candidates to interview
 - f. TBD – CVTA Personnel Committee conducts interviews
 - g. TBD – Second Round of Interviews with full Authority, if needed
 - h. TBD – HR Roundtable/Rep to conduct background check of finalist (professional references, criminal background check through Va. State Police and FBI, DMV driving check, internet search, etc.)
 - i. TBD – Offer made to finalist
 - j. TBD – New CVTA Executive Director announced
 - k. TBD – Tentative start date of new CVTA Executive Director
7. HR Team Members (as of 8/31/21):
- a. Mary Martin Selby, Chesterfield County
 - b. Yvette George, Henrico County
 - c. Mona Adkins-Easley, City of Richmond
 - d. Janet Lawson, Hanover County
 - e. Wanda Cornwell, Town of Ashland