1. Advertise for Public Health Director. (902 KAR 8:070) Templates are on the Local Health Personnel (LHP) website. Must place advertisement publicly. (Recommended minimum of 1 week).
2. The Board of Health (BOH) Selection Committee develops interview questions and pre-screening criteria to use.
3. Maintaining confidentiality during the entire hiring process is a priority.
4. After the closing date of the advertisement, a copy of all the applications and attachments provided by the applicant is sent to LHP to qualify. Applications must include a transcript that shows the Degree date awarded.
5. LHP will qualify the candidates and certify the register. (Good for 60 days) Allow up to 1-2 weeks for the review.
6. The BOH forms an Interview Committee. They must sign the Conflict of Interest Statement provided on LHP’s website and recuse themselves if a relative is on the register. An odd number on the committee is recommended to prevent ties. The Local Health Department’s (LHD) HR staff provides copies of qualified applicants and register to the assigned committee member. The committee will screen the qualified applicants and select the candidates to interview.
7. Schedule and publically announce a committee meeting for interviews; proceed to closed session for the behavioral interviews. All applicants must be interviewed and scored by the same committee members. It is acceptable to ask the applicant to elaborate or provide more detail to an answer. It is not acceptable to ask different questions of an applicant.
8. The interview committee will select the best applicant(s) for hire based on education, qualifications, experience, and interview scores.
9. After the selection of top candidates and before making an offer to hire, the HR staff will contact LHP for above minimum salaries rates. (902 KAR 8:140) The committee chair may contact the top candidate(s) in advance of the BOH meeting to confirm if the applicant is willing to accept the position if selected by the BOH vote.
10. Announce a BOH personnel-related meeting and proceed into closed session to review the findings of the Interview Committee. The full BOH may participate in a discussion of the potential appointee’s interview but cannot change the interview scores. The full BOH does have the option to request and schedule a second interview with top applicants. The second round of interviews requires a publically announced BOH personnel-related meeting and return to appropriate steps 7-9 before proceeding to step 12.
11. Return to open session, and with a quorum present, a motion for a vote is presented to appoint a specific candidate, a start date (preferably a Monday of a pay period), and salary (Step 9) offered.
12. Once a motion to appoint is passed by majority vote in open session, make the offer of appointment to the applicant contingent on the Department of Public Health (DPH) Commissioner’s approval. The BOH Chair will prepare a formal request addressed to the DPH Commissioner with the appointee's name, salary, and start date along with the minutes from the BOH meeting. Delivered to LHP.
13. The Commissioner will send an approval letter, upon receiving the letter, contact the Candidate to tell them their job offer has final approval. Notify all other applicants that the selection and interview process is over.
14. Complete and have results of the background check and drug test if required on the appointee.
15. The LHD HR staff will complete the disposition screen in Workday and all other normal hiring steps from here.