



**CITY OF SAN JOSE, CA**  
**DIRECTOR OF RETIREMENT SERVICES**  
**Anticipated Recruitment Timeline**

**PHASE 1:**

January 31, 2024	Recruitment Start Meeting with Joint Personnel Committee
February 5 to 7, 2024	Alliance creates target list of candidates
February 5, 2024	Draft recruitment brochure submitted to JPC
February 9, 2024	Recruitment profile approved by JPC

**PHASE 2:**

February 12, 2024	Recruitment Brochure finalized and published
	Recruitment open on ARC website
	Ads placed
February 16 to March 8, 2024	Active recruiting by Alliance to target list of professionals
March 11, 2024	Resume deadline

**PHASE 3:**

Week of March 11, 2024	Alliance conducts preliminary screening interviews
	Alliance conducts news article and social media checks on candidates
Week of March 18, 2024	Progress Meeting with JPC. JPC selects finalists to interview.

**PHASE 4:**

Week of March 25, 2024	1 <sup>st</sup> Round Interviews
After 1 <sup>st</sup> Round Interviews	JPC selects leading candidates for full Boards to interview
	Alliance completes reference checks and background checks
	Offer and negotiations finalized
	Background checks completed