



**Iowa Department of Public Health**  
Promoting and Protecting the Health of Iowans

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Director

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Governor

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Lt. Governor

July 15, 2014

To: Members, Iowa Tobacco Use Prevention & Control Commission  
From: Chad Jensen, Chairman  
Gerd Clabaugh, Director, Iowa Department of Public Health

Re: Hiring Process for Tobacco Division Director

Following a meeting in Carroll in late June to discuss details of the hiring process for the Director of the Tobacco Use Prevention and Control Division of the Department, we outlined the following as the process to be followed for purposes of hiring this position. The plan is broken into three phases: recruitment, evaluation, and selection.

Recruitment: The Division Director for Tobacco Use Prevention and Control is appointed by the Director of Public Health, serving in an at-will status. Following receipt of approval to hire according to standard state government procedures, it is the intent of the Director to post availability of the position as follows:

1. Iowa's standard job posting site – BrassRing. Posting will remain available for 30 days and all applications will be received through the state website
2. Hyperlink of this job posting will be forwarded to the following individuals and organizations to raise awareness of the job opportunity:
  - a. Iowa Tobacco Use Prevention and Control Commission Members,
  - b. national organizations representing tobacco programs in state governments,
  - c. Association of State and Territorial Health Officials (ASTHO) job bank,
  - d. American Public Health Association (APHA) job bank,
  - e. Iowa Public Health Association (IPHA) job bank,
  - f. Iowa Counties Public Health Association (ICPHA) website,
  - g. Email to organizations under contract with the Department as community partners for tobacco programs, and
  - h. 101 county and city public health agencies across state

Evaluation: A two-part process for evaluation of applicants will be used.

1. Paper Evaluation: A standard resume evaluation tool will be developed in consultation with the Tobacco Commission Chairman, and a committee of three evaluators (Public Health Director, Commission Chairman, one internal reviewer from within the Department). The evaluation team will review each applicant's resume and score it according to the evaluation tool. The team will meet and review the scoring and select no more than 12 applicants to extend invitations to interview.
2. Interviews: Two phases of interviews are anticipated.
  - a. Initial Interviews: The applicants emerging from the paper evaluation will be extended interviews. An interview team will be comprised of the following individuals: Public Health Director, Tobacco Commission Chairman, and one internal manager from the Department. The interview team will establish a standard set of questions and will meet with applicants, score interviews, and recommend at least 2 applicants to move to final interviews.

- b. Final Interviews: A team made up of members of the Tobacco Commission (3-4 members including the Commission Chairman) will meet with the final applicants and administer a standard set of questions, approved by the Chairman. Following the final interview, the team of Commission Members will meet with the Public Health Director and provide reactions and individual and/or group recommendations for hiring.

Selection: The Director of Public Health will make the final determination of which applicant will be selected to hire. An offer will be extended, and upon acceptance, the Director will notify the entire Tobacco Commission of the selection.

Timeframes for completing hiring are a bit difficult to predict, but we would offer the following as targets for completion of the effort:

<b>Step</b>		<b>Target for completion...</b>
Phase I Recruitment:		August 29 <sup>th</sup> , 2014
Phase II Evaluation:	Paper Evaluations	September 5 <sup>th</sup> , 2014
	Initial Interviews	September 16, 2014
	Final Interviews	September 26, 2014
Phase III Selection:		On or before October 1, 2014

We look forward to beginning this selection process and will keep the Commission apprised as we proceed.