



Exam Development Public Safety Promotional Process

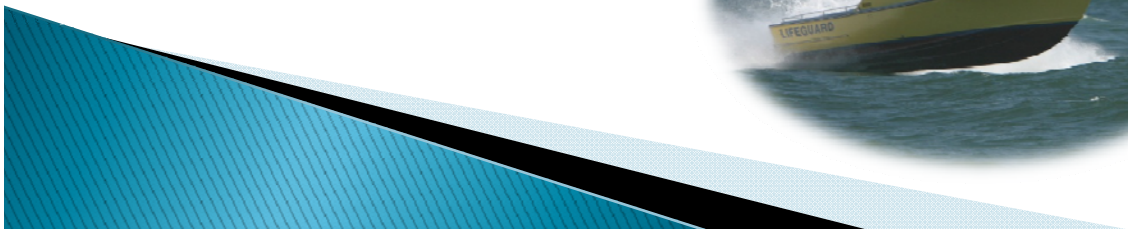
Presented by Rebecca Redyk, Human Resources Supervisor

Civil Service Board

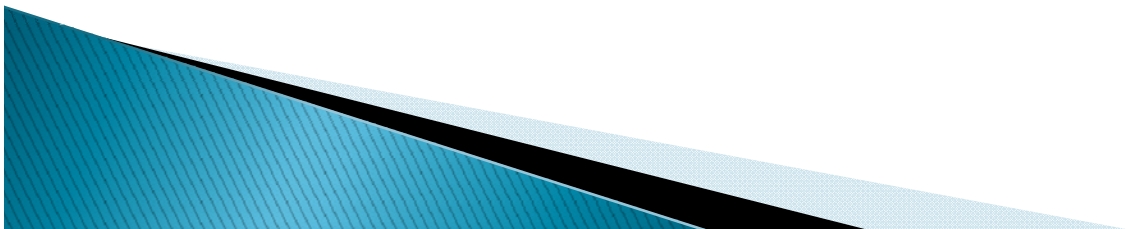
June 3, 2013

Objective

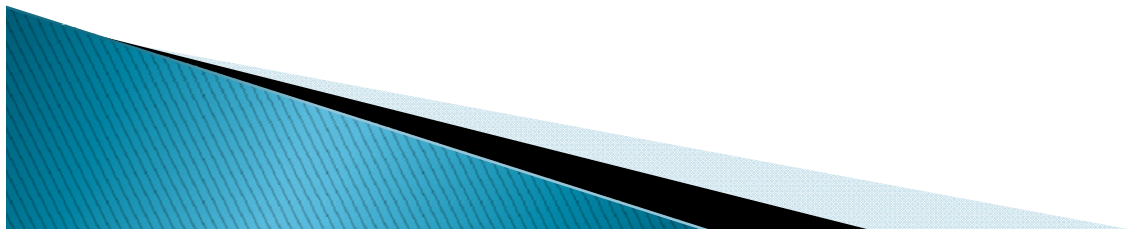
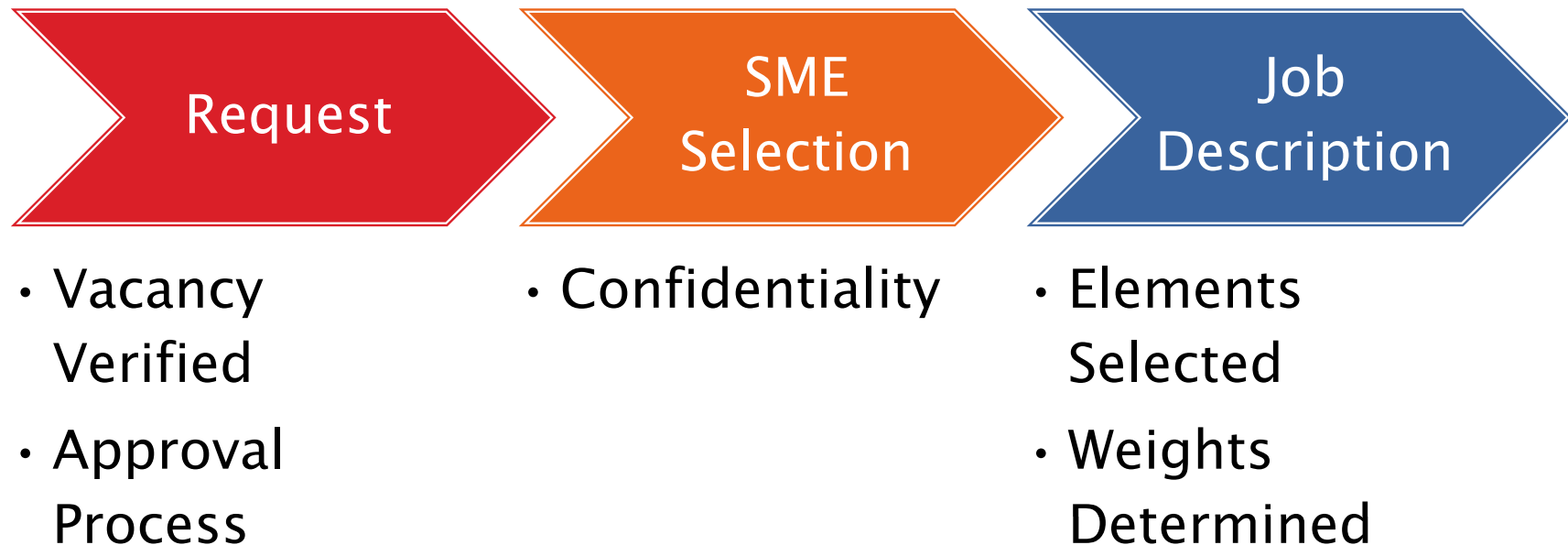
- ▶ Provide insight into the exam development process for Public Safety promotionals



Planning, Administration, Selection



Planning Phase



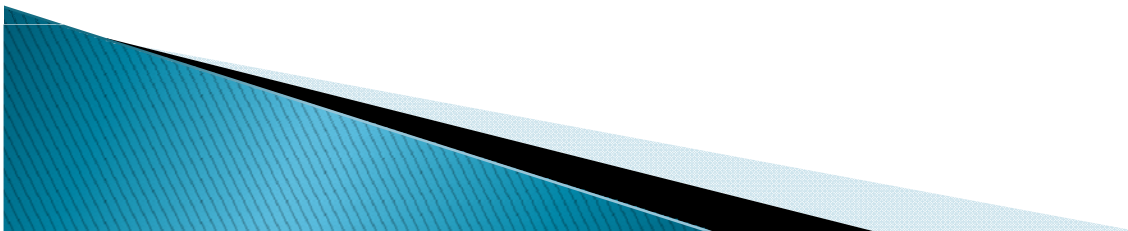
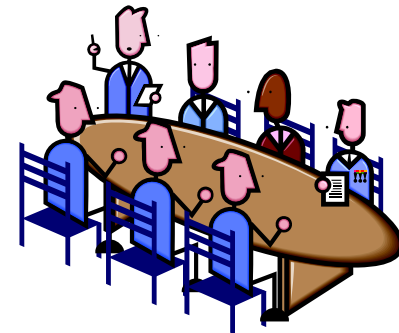


Subject Matter Experts

- ▶ Subject Matter Experts are selected from the Department to assist in creating the exam content.
- ▶ All SMEs sign a Confidentiality Agreement prior to working on the exam.
- ▶ Planning and progress meetings are held as well as run-throughs with Human Resources, the hiring department, and SMEs.

Building the Exam

- ▶ A promotional process requires planning and forethought to be effective and defensible
- ▶ Exam elements are job related and weighted according to the importance in being able to perform the essential duties of the position



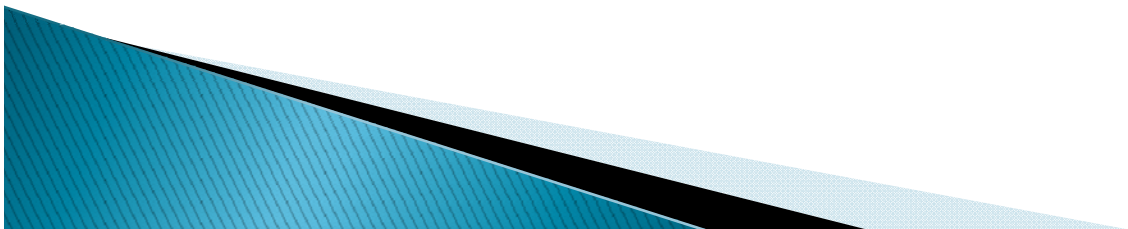
Things to Consider

- ▶ Current issues facing the Department
- ▶ Prior exam history
- ▶ Potential number of candidates
- ▶ Time constraints/scheduling
- ▶ Facility availability and cost



Administration

- ▶ Job flyer and filing period
- ▶ Study memo & Candidate Orientation
- ▶ Obtaining raters
- ▶ Scheduling
- ▶ Day of exam logistics



Selection

- ▶ Eligibility List
- ▶ Chief's oral interview
- ▶ Offer letter
- ▶ Promotional ceremony



Questions

