

## **Civil Service Commission**

### **Executive Summary**

#### **ORDINANCE NO.: 435-2021**

#### **DESCRIPTION AND PURPOSE OF THE REQUESTED LEGISLATION:**

Promotional testing for Public Safety Divisions are among the most complex examination processes administered by the Civil Service Commission, as those tests involve detailed written and oral assessments of the candidates intended to test not only technical and operational knowledge, but also other skills and abilities which will determine their successful performance as a promoted officer within the Division. This process usually involves an outside consultant who helps to develop the test and the oral exercises, and procures independent outside professionals (in this case, command level members of other fire departments) to serve on the review panels for the oral assessments.

This legislation is to provide authority for the Secretary of the Civil Service Commission to enter into one or more contracts with one or more consultants to develop, administer and grade promotional examinations for the Department of Public Safety, Division of Fire, including, but not limited to, job analyses, transportability studies, written examinations, oral examinations, appropriate study guides, selection, training and transportation of oral board panel members, scoring and analysis of test results, and all related reporting. Any contract award is subject to Board of Control approval following the selection of a proposed vendor.

**BID STATUS:** An RFP process for these services is underway.

**ESTIMATED BUDGET:** Not to exceed \$320,000, from pre-encumbered general funds previously budgeted for Civil Service.