

## **PROCESS FOR DEPUTY CHIEF** **2015**

### ***HR ROLE***

#### **Job Description**

- HR to review and ensure accurately reflects the KSA required to do the job
- Reviewed and approved by the Chief

#### **Application Packet**

- HR will develop and post following normal CSC posting processes (three weeks)

#### **Written Examination**

- HR will screen applicants for meeting minimum requirements for the position as outlined in the job description/posting.
- HR to administer/proctor test or coordinated through an outside testing facility - *Current being researched*
- Individuals obtaining a passing score will be placed on the eligibility list

#### **HR to certify eligibility list of all names who pass by Civil Service Exam**

- HR certifies list based upon test scores. Individual can earn credit for military time if they pass test. (Additional credit will not be granted for Education)
- HR forwards the eligibility list to the CSC for their review and blessings

#### **Next Steps**

- The top ten scores from the eligibility list will move to the next steps in the process.

#### **Background Investigations and Polygraph Coordinated**

- Full background investigations will be completed to include but not limited to work history, criminal history, credit history, certification and trainings, driving record and other related qualifications.
- HR will coordinate the process of background investigation. This process will be outsourced to a vendor to ensure objectivity (HR currently researching this option)
- Polygraphs will be conducted by outside vendor to ensure objectivity

#### **Review Board documents**

- Upon completion of background investigations, packets will be provided to the Review Board for each candidate.
- Packets will include application/resumes, complete background investigations and polygraph results