

Resolution No. **CS**

RESOLUTION APPROVING CONDUCT OF THE RECRUITMENT AND EXAMINATION PROCESS FOR THE POSITION OF POLICE LIEUTENANT IN THE POLICE DEPARTMENT

WHEREAS, in accordance with section 2503(h) of the City Charter, the Civil Service Commission is authorized to provide for, formulate, and hold competitive tests to determine the relative qualifications of applicants; and

WHEREAS, in accordance with the Personnel Requisition of the City Manager dated January 26, 2015, where the current eligible list expires as of September 20, 2015, it is necessary to hold a promotional examination for the position of Police Lieutenant in the Police Department; and

WHEREAS, it is also necessary to determine the contents of the job announcement, set the weights of each component of the examination, determine the method of ranking and weighting of scores, and set the date of the examination; now, therefore,

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF STOCKTON, AS FOLLOWS:

1. That the Human Resources Department is hereby appointed as Chief Examiner and is authorized to open the recruitment and examination process for the position of Police Lieutenant.

2. That the qualifying requirements for the examination, the minimum passing score, weights, and other details of the examination as referenced below:

MINIMUM QUALIFICATIONS

Attainment of the regular status rank of Police Sergeant in the Stockton Police Department and two (2) years of experience at that level as of September 11, 2015.

EXAMINATION

The examination will consist of a written examination weighted 65% and an assessment center examination weighted 35%. In order to obtain a passing score, candidates must receive a minimum score of not less than seventy percent (70%) on each portion of the examination. (In the written portion only, passing may be other than an arithmetic 70%.) In keeping with the Civil Service

Rules and Regulation for Police and Fire Employees, a score of less than 70% on either portion of the examination will result in failure of the entire examination process. Only candidates who have passed the written test will compete in the assessment center.

The written examination has a total weight of 65% and is comprised of two components: a multiple-choice exam worth 50% of the total written weight; and a writing component designed to assess candidate's preparedness for promotion weighted at 15% of the total written weight. Both components must be passed with a 70%; a score of less than 70% on either component will result in failure of the entire examination process. Upon passage of the multiple-choice exam, candidates will be given the writing component. The written component will be read by the Chief of Police, or designee, and assessed by independent assessors.

SENIORITY POINTS

Candidates must successfully pass all portions of the examination to be eligible for seniority points calculated by multiplying the time-in-rank as a Police Sergeant by 0.25, not to exceed a maximum of five (5.0) points.

SCOPE OF THE EXAMINATION

The written and oral assessment examinations may include, but may not be limited to, the following areas:

Principles and practices of employee supervision, including selection, training, work evaluation, and discipline; Administrative practices and methods, including planning, delegation, and program implementation; Practices and procedures of budget preparation and monitoring; and Basic computer usage.

A recommended reading list will be published on the promotional employment announcement.

3. That the Human Resources Department is hereby directed to give notice of said examination as required by the City Charter and the Rules and Regulations of this Commission.

PASSED, APPROVED, and ADOPTED this 16th day of July 2015.

PAMELA SLOAN, CHAIR
CITY OF STOCKTON
CIVIL SERVICE COMMISSION

ATTEST:

BONNIE PAIGE
SECRETARY TO THE CIVIL
SERVICE COMMISSION

By: _____