



CITY OF URBANA
Human Resources Division

MEMORANDUM

To: Vacellia Clark, Chief Examiner and the Civil Service Commission
From: Human Resources and Police Command staffs
Re: Establishing a Passing Score for Police Sergeants' Promotional Register
Date: March 26, 2014

INTRODUCTION

Human Resources and Police Command staffs request the Civil Service Commission consider a passing score of 70 percent to establish the promotional register for Police Sergeants; the result will place seven candidates on the register.

BACKGROUND

The most recent Police Sergeants' promotional register was established on June 30, 2011 and consisted of six names; since its inception, four of the six individuals have been promoted into the Police Sergeant position. Because only two names remained for the rest of the register's life, Police Command Staff opted to open the process again to refill the register; the Civil Service Commission decertified this register on Dec. 4, 2013.

The test vendor selected to administer the written portion of the test was Resource Management Associates (RMA) of Tinley Park, Illinois, which is the same vendor used by the Urbana Fire Rescue Services (UFRS) Department for promotional testing. The Oral Board panel consisted of Vacellia Clark, Human Resources Manager; Todd Rent, Human Relations Manager; and Elizabeth Borman, Asst. Human Resources Manager. Each question included an answer rubric so that scoring would be consistent across the panelists. Merit scores were provided by the supervising Lieutenant and based on performance factors such as quality of written reports, knowledge of applicable laws and ordinances, and skills pertaining to department equipment (e.g., radio, computer, and video).

DISCUSSION

Per Rule 6.6 of the Urbana Civil Service Rules, the Sergeants' promotional examination process consisted of an assessment center based on real-life scenarios that a sergeant may face while in the position (this portion counted as comparable to a written exam and was worth 50 percent of the total score), an oral board exam (30 percent of the total score), and a merit rating assessed by Police

Police Sergeant Promotional Register

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Command staff (20 percent of the total score); to the total composite score, seniority points were then added.

Nine candidates completed the process. A synopsis of the results is as follows:

| | Assessment Center | Oral Boards | Merit Points | Composite Score* | Final Score |
|----------------|-------------------|-------------|--------------|------------------|-------------|
| Min Raw Score | 66.17 | 60.0 | 45.0 | 64.69 | 65.94 |
| Max Raw Score | 89.89 | 95.0 | 100.0 | 89.58 | 92.83 |
| Avg. Raw Score | 77.88 | 79.0 | 73.0 | 77.19 | 79.58 |

**Composite score is the weighted score for each portion of the examination process before the addition of seniority points per Civil Service Rule 4.7.*

As in the exam, Police staff opted to request one passing score at the end of the process to increase efficiency. After reviewing the results, both Police Command and HR staffs recommend a 70 percent passing point for the final score (after the addition of seniority points).

REQUESTED ACTION

Staff requests for the passing score for the Sergeants' promotional register to be set at 70 percent and that the register is certified for three years or until the register is exhausted.