



Memorandum
Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: Establish a Passing Score for the Arborist register

DATE: Dec. 10, 2014

A. Summary

City of Urbana Human Resources staff recommends a passing score of 65 percent using the application as the Civil Service Exam. This would result in an eligibility register of five (5) candidates for the Arborist position

B. Background

The position was open for applications from Nov. 1 – Dec. 7, 2014; in response, the City received 18 applications for the position. Numerically, the breakdown of applicants is as follows:

Male	17
Female	1
No Response	0

Non-Minority	17
Minority	1
No Response	0

C. Application Screening

The scoring plan utilized to evaluate applications is detailed in Appendix A of this memo. A total of 23 points were possible; the recommended passing score of 65 percent is equivalent to 15 points.

D. Passing Score and Recommendation

The hiring manager for this position supports the recommendation of the passing score being established at 65 percent. At this score, the resulting register will consist of five (5) candidates. This proposed score does not result in observed adverse or disparate impact, as observed in Appendix B.

	Applied	On Register
Male	17	5
Female	1	0

	Applied	On Register
Non-Minority	17	5
Minority	1	0

Appendix A: Scoring Plan

1. Do you an associate's degree or higher in Urban Forestry, Arboriculture, Horticulture or a related field?
Yes = 2 points
No = 0 points
2. Have you worked in the tree service industry for two (2) or more years?
Yes = 5 points
No = 0 points
3. Do you have professional experience in climbing with a rope and saddle?
Yes = 3 points
No = 0 points
4. Do you have professional experience using roping and rigging in tree removal?
Yes = 3 points
No = 0 points
5. Are you a Certified Arborist with the International Society of Arboriculture?
Yes, I am currently certified = 5 points
No, but have been in the past = 2 points
No, but I believe I can be certified within 12 months of hire =1 point
No, and believe I cannot be certified within 12 months of hire = 0 points
6. Which of the following best describes your years of fulltime employment experience operating aerial lift / bucket trucks?
None = 0 points
Less than one year= 1 point
1-3 yrs. = 2 points
3-5 yrs. = 3 points
5-8 yrs. = 4 points
8+ yrs. = 5 points