

MEMORANDUM

TO: CIVIL SERVICE COMMISSION
DOREEN MATTES, DIRECTOR OF HUMAN RESOURCES
CHIEF GERALD EZELL
CHIEF CORY PICKARD
MAYOR CALEB NORRIS

FROM: MELISSA KREBS, CITY ATTORNEY

DATE: October 15, 2021

RE: (Post Commission Meeting) REVISIONS FOR CONSIDERATION

In accordance with Chairman Herrington's request, please find proposed language for an amendment to the Civil Service Regulations concerning weighting of promotional tests and evaluations for the position of Fire Lieutenant. Notice of a public hearing and consideration of the amendment must be published and the actual amendment will be voted on following a public hearing which has been planned for November 8, 2021. For your benefit, I have indicated the language to be added by underlining and struck through language to be omitted. (Other than headings which appear underlined in the Regulations.)

VI. RULES AND REGULATIONS

CHAPTER TWO: PROMOTIONS

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Promotional Lists

In order to be considered a "successful applicant," an applicant must answer at least seventy percent (70%) of the written examination questions correctly if a written examination is required. Successful applicants are eligible to move forward in the process and take any other examination or evaluation which is required by these regulations or the Commission. Applicants scoring less than seventy percent (70%) on the written examination, if any, will not be included on the promotional list and will not be eligible to participate in any further testing or evaluation.

Further testing or evaluation shall be weighted as follows:¹

Police Captain	Assessment: 60%	Department Promotion F
Police Lieutenant	Written: 60%	Department Promotion F
Police Sergeant	Written: 60%	Department Promotion F
Fire Division Chief	Written: 30%	Assessment-Tactical: Assessment-Personnel: <u>Administrative</u>

¹ Section change approved by the Maumelle Civil Service Commission on May 8, 2017.

As soon as is practical after the completion of the examination process, the Civil Service Commission shall complete its review of the examination process and approve the promotional list(s). The Commission shall enter the names of successful applicants upon the appropriate list in order of their final numerical ranking according to their total score received in the promotional testing and evaluation. The list(s) shall then be certified by the Commission. The original(s) of this list shall be placed on file with the Director of Human Resources. All lists for promotions as certified by the Commission shall be effective for the period of one (1) year from date of certification unless the Commission designates a longer effective period that is no more than two (2) years. At the end of this period, all right of priority under the list(s) shall cease. A list may be deemed by the Civil Service Commission to be exhausted if fewer than three available eligible candidates remain on the list.

VIII. ADOPTION OF RULES

Adoption of Rules

Pursuant to *Sections 14-51-101 et seq. of the Arkansas Code Annotated*, the Statutes, and public notice having been given and public hearing having been held in accordance with the provisions of said Statutes, the Maumelle Civil Service Commission has made and does hereby promulgate the foregoing rules and regulations applicable to and governing the administration and enforcement of the provisions of said Statute. The rules and regulations may be changed or amended from time to time by the Civil Service Commission as in the judgment of the Commission may seem desirable or necessary. This authority is granted under the Statutes after notice is given and the Civil Service Commission holds public hearings.

Revised and Adopted at the, ~~June 28, 2021~~, November 8, 2021 meeting of the Maumelle Civil Service Commission.

