

July 20, 2009

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:31 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Ernesto A. Baca, Chair
Paol X. Lor

ALSO PRESENT: Michael Tobin, Executive Director (FPC)
David Heard, Community Relations Manager (FPC)
Kristin Kappelman, Research Analyst (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sally McAttee, Human Resources Manager (DER)
Marti Cargile, Human Resources Representative (DER)
Pamela Roberts, Personnel Officer (MPD)
Mike Schmitz, Sergeant (MPD)
Roberto Hill, Police Officer (MPD)
Dan Holton, Battalion Chief (MFD)

The Committee approved the minutes from the June 16, 2009 meeting.

Sgt. Mike Schmitz stated the branding campaign will launch on August 3rd and the recruiting effort will merge with the campaign. The slogan "Be A Force" will be on flyers, advertisements, and other recruiting materials. Sgt. Schmitz also stated Police Aide recruiting will begin earlier this year and Police Officer Roberto Hill will be in the schools at the beginning of the school year, with the idea that the next Police Aide class will start in June or July instead of August. Sgt. Schmitz stated Police Officer recruiting will continue uninterrupted despite not having a class start date.

Maria Monteagudo stated the plan was to have a written test for Police Officer in 2008, in order to have a class start in Spring 2009. At the request of Chief Flynn the written test was postponed to give time to conduct the branding campaign, to try and maximize on the most qualified applicants. There have not been any decisions made yet about when a new test will take place. Ms. Monteagudo is concerned that there is an uncertainty for the applicants about the steps after an application is submitted, because nothing is scheduled. Ms. Monteagudo stated that as of November 2007 over 3,000 applicants have applied. She stated a need to meet with Chief Flynn to discuss the testing process and implementation. Also because of budget issues there are too many unknowns regarding when the next recruit class will take place. Sgt. Schmitz also stressed the need for a test date for recruiting purposes.

Commissioner Baca had concerns regarding the logistics of testing that many applicants, and if continuous recruitment is beneficial. He stressed the need for a testing timeline and communication with Chief Flynn.

Sally McAttee reported on the Police Aide process. The tentative start date for the Police Aide recruit class is September 21st. There are currently 24 candidates still in the testing process, but does not include medical, psychological, and drug screenings. Ms. McAttee stated 125 out of 188 candidates passed the written exam, while 137 out of 325 candidates did not take the written test. Forty-five applicants did not return their personal history questionnaires.

Commissioner Lor asked if it was known why the withdrawal rate was so high. Commissioner Baca asked if the high withdrawal rate was typical.

Ms. McAttee stated the withdrawal rate was typical of a written test, but it is unknown as to why the applicants did not appear for the test.

Ms. Monteagudo thinks a survey is necessary to find out why there is such a high withdrawal rate. She thinks it is something the applicant learns between the time they apply and the date of the written test. It is suggested that maybe the applicant is not serious or interested in the position.

Ms. McAttee stated there is an 82% pass rate for the Physical Ability Test, a 97% pass rate for the run, a 94% pass rate for the oral component with 3 candidates withdrawing, a 72% pass rate for the writing sample, and a 75% pass rate for the background investigation. It is suggested that backgrounds be completed during the process so applicants who have failed an examination component will not have a background completed on them.

Police Officer Roberto Hill stated he met with Police Aide applicants before and after the test and found out almost half did not appear for the test. The applicants he talked to said the Safety Academy was too far or they did not have transportation. Office Hill suggests having a central testing location or two testing locations, one on the North side and one on the South side to increase participation for the written test.

Ms. McAttee stated schools have been used in the past for the written test and may be looked into again for testing. It depends on space and availability of the schools. The day of the written test is a full day because it involved the four hour written test, the Personal History Questionnaire orientations, and a practice of the Physical Ability Test.

Commissioner Baca questioned the necessity to have the test at the Training Academy. He stated other facilities should be looked at for testing to increase participation and maybe a central location would be more convenient.

Mr. Heard asked how many vacancies there are currently for Police Aide. Pamela Roberts stated there are 23 true vacancies, but the Department has the authority to fill 25 positions.

Ms. McAttee stated there are six Police Officer candidates held over from a previous eligible list and 10 Police Officer candidates from the current eligible list. Nine Police Officer candidates have appealed, five Police Officer candidates are on military hold, and 60 Police Officer candidates are in the background investigation process. The estimate is a Police Officer class of 30-40 recruits, but no start date has been set. There are also budgetary concerns, which help determine a class start date.

Ms. McAttee stated the recruitment period for Police Aide and Police Telecommunicator will begin in August, with potential class start dates in June. The job announcement bulletins will be presented to the Board meeting in October. Both classes should be ready to start at the beginning of summer.

Ms. McAttee stated 131 candidates were invited to take the Candidate Physical Abilities Test with a pass rate of 81%. A total of 105 candidates passed the CPAT and 146 candidates had previously passed the CPAT. Of the 251 candidates 116 went through the background process. Currently 65 candidates are going through the EMT training and 30 already have their EMT license. The tentative start date for the Firefighter recruit class is October 19th. Commissioner Baca commended DER for their hard work in starting a class much sooner than expected.

Ms. Monteagudo stated the background investigation consists of five dimensions that are relating to the firefighter job analysis. The dimensions are interpersonal relations, teamwork, decision making/ situational judgment, reaction to stress and conflict, and integrity/honesty. The standards involve highly effective or ineffective behavior with respect to the five dimensions. The behaviors will be rated by a background panel including a staff member from FPC staff, MFD, and DER. The goal is to identify

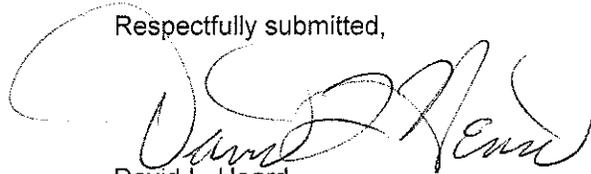
negative behaviors that would disqualify someone from the process and the ability to do the job of a firefighter. EB Jacobs is being consulted to create a process that is legally defensible.

Ms. McAttee stated she is developing guidelines and examples for training the rating panels. The training of the rating panels will happen in August and the training for the appeal panels will happen in September. There will only be one rating panel for consistency and reliability. Scripts have been developed for background investigators to use when contacting friends, landlords, educators, employers, etc. regarding a candidate. The standards of the National Registry and driving records have been adopted as possible disqualifiers.

Director Tobin commended DER on their work putting together the background standards and identifying the intent of the background process. He stated the checks and balances of the process are important. Director Tobin thinks this process will yield the most qualified candidates and minimizes the workload for the Police Department background investigators.

The meeting concluded at 4:42 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David L. Heard", written in a cursive style.

David L. Heard
Community Relations Manager

DLH:mk