

PLEASE POST

**DEPUTY SHERIFFS-MERIT COMMISSION
NOTICE 09-5**

DATE OF ISSUE: 9/17/09

EXPIRATION DATE: 9/21/09

**DEPUTY SHERIFFS-MERIT COMMISSION
PUBLIC MEETING**

Date: Monday, September 21, 2009

Time: 4:00 PM

Site: Salt Lake County Government Center
2001 S. State Street, Room S4017

AGENDA

1. Deputy Sergeant Exam Plan



October 2009

Exam Plan

Deputy Sergeant Promotional Examination

Deputy Sheriff's Merit Service Commission

DEPUTY SERGEANT PROMOTIONAL TEST

DEPUTY SHERIFF MERIT COMMISSION

Commissioner Jill Carter – Chair
Commissioner Ryan Carter – Vice Chair
Commissioner David Salazar – Member

ADVISORY BOARD

Captain Jon Fassett
Lieutenant Steve Anjewierden
Sergeant Travis Skinner
Sergeant Marianne Suarez
Gaylyn Larsen, Sheriff's Office Human Resources Manager
Ryan Speer, Human Resources Analyst

IMPORTANT INFORMATION

It is the candidate's responsibility to read the policies governing the promotional testing process. Below is a list of some of the policies that may apply to the testing process. Copies of the policies will be provided upon the request of the applicant.

1. DSMC Policy 3105 – Promotion Examinations
2. DSMC Policy 3110 – Examination Ethics
3. DSMC Policy 3120 – Examination Scoring Procedures
4. DSMC Policy 3130 – Preservation of Papers by Commission and Inspection of Examination Papers

MINIMUM QUALIFICATIONS

MINIMUM SERVICE TIME AND EDUCATION REQUIREMENTS FOR CATEGORIES AND RANKS

1. Merit Status: Applicants must have completed a probationary period.
2. Merit Rating: Less than a combined total of three (3) or more “does not meet expectations” performance evaluation ratings during the two (2) preceding semi-annual rating periods.
3. Education/Experience Equivalency:
 - a) Bachelor' s degree (4 years) + five (5) years service time*
 - b) 90 semester or 135 quarter hours (3 years) + six (6) years service time*
 - c) 60 semester or 90 quarter hours (2 years) + seven (7) years service time*
 - d) 30 semester or 45 quarter hours (1 year) + eight (8) years service time*
 - e) no college credits (0) + nine (9) years service time*

*Service time will be counted to the first day of the examination.

DEPUTY SERGEANT TESTING COMPETENCIES

- **Written and Oral Communication** – The ability to present ideas and concepts to others, including the public, in a manner that brings about commitment and understanding. The ability to communicate various types of information in a clear, organized, understandable and grammatically correct manner.
- **Problem Solving/Decision-Making** – The ability to secure relevant information, identifying key issues and relationships from a base of information from different sources. Identifying cause-effect relationships. Committing to the most effective solution after developing alternative courses of action that are based on logical assumptions and factual information. Take into consideration resources, constraints, and organizational values.
- **Motivation** – The ability to motivate others/subordinates to perform effectively and achieve the common strategies of the organization. The possession of and the ability to maintain technical skills and knowledge required while performing the duties of the position. Promotes a positive working environment.
- **Integrity** – The ability to maintain and promote social, ethical, and organizational philosophies in conducting internal and external business activities. Act as a role model regarding what is ethical, honest or consistent with the organization’s values.
- **Leadership** – Influence others, provide direction and communicate a vision of what can and should be accomplished. Inspire loyalty and commitment and encourage teamwork from others. Establish performance goals, coach performance, provide training, and evaluate performance.
- **Human Relation Skills** – The ability to perceive and relate to the needs of others, including the public and other employees in a tolerant and considerate manner. The ability to make decisions regarding people and coach/counsel others.

SCOPE AND CONTENT OF THE EXAMINATION

The Deputy Sergeant Promotional Examination Plan is divided into two (2) phases. Applicants are required to score at least 70% in Phase I in order to advance to Phase II. A higher cutoff score may be imposed in Phase I and will be made jointly by the Merit Administrator and the County Sheriff's Office based on a combination of one or more of the following factors:

1. An acceptable level of performance.
2. The administrative difficulties involved and resources required in testing large numbers of candidates in multi-phase examinations.
3. The number of vacancies anticipated.
4. Diversity of work force considerations.

PHASE I

Written Policy Test

This test consists of 100 policy questions from the Sheriff's Office Policy Manual and the Sheriff's Office Law Enforcement Operations Manual, both updated as of August 1, 2009. Seniority points will only be applied to Phase I.

PHASE II

Component 1: Situational Judgment Test

This test consists of several job-related scenarios and is designed to measure applicants ability to effectively handle a variety of situations they will be confronted with as a Sergeant. The scenarios are ones that occur in the office and in the field and test knowledge and skills in the areas of supervision, staff development and training, planning and organizing, implementing new policies and procedures, management control, community relations and problem solving.

Component 2: Oral Interview/Role Play

The oral interview questions will involve:

1. Behavioral-based questions designed to elicit how applicants have responded to specific situations in the past, as well as spotlighting customer service and people skills.
2. General questions about the applicants law enforcement background, reason for applying, etc.
3. A brief role-play/scenario designed to gauge an applicants ability to multi-task, prioritize, problem-solve, and handle stress under pressure.

EVALUATORS FOR TEST COMPONENTS

Evaluators may consist of a combination of Sheriff's Office personnel and/or subject matter experts outside the Sheriff's Office.

TESTING SCHEDULE

Application Period Opens	September 22, 2009
Application Period Closes	October 21, 2009
Written Policy Test	October 29, 2009
Situational Judgment Test	November 5, 2009
Oral Interview	November 16 – 19, 2009

***These dates may change depending on the applicant numbers. Please watch for posted notices of changes.**

EXAMINATION WEIGHTS

Test Component	Weight
Policy Written Test	35%
Situational Judgment Test	30%
Oral Interview	35%
Total	100%

APPROVED BY DSMC:

Jill E. Carter, DSMC Chair

Date