

2022 MAJOR PROMOTIONAL PROCESS

Minimum Qualifications

Requires three years of experience and permanent status as a Captain with the Arizona Department of Public Safety. Must successfully complete the examination process. Must have an overall performance evaluation rating of at least "Standard" for the preceding 12 months. One hundred twenty (120) semester hours (or the equivalent quarter hours) from an accredited college or university may substitute for one year of experience.

The process will consist of the following:

NEOGOV Application
Experience/Education (10%)
Due Thursday, August 18, 2022

Qualifications Appraisal Board (90%)
Monday, August 22, 2022, through Friday, August 26, 2022 (Depending on the number of applicants)

All qualified applicants will participate in the entire process.

Application, Education, and Experience

1. When submitting their NEOGOV (electronic) application for the Major Promotional Process, applicants will be required to attest to their eligibility. Applicants will also enter information relating to their experience and education.
 - An application will be required by those intending to participate in the promotional process.
 - All applicants must meet the minimum qualifications by the application deadline.
 - Applications must be completed online by **Thursday, August 18, 2022, at 23:59**.
 - Applications received after the established due date will result in disqualification from the entire process.
 - Applicants will complete the application using the Department's online application system, NEOGOV. The application may be found on the DPS internal job opportunities page at: <https://www.governmentjobs.com/careers/azdps/promotionaljobs>
 - Applicants will scroll to the bottom of the page to click on the link for 'Major' to apply, and then click on the 'Apply' link in the top right-hand corner.
 - The job history and education portions of the NEOGOV application do not need to be completed. Education and experience for this process will be entered under the supplemental questions section of the NEOGOV application.
2. Experience is calculated utilizing months of service as a DPS Captain (through August 18, 2022).

Applicants will list the verifiable total full months (round down to the next whole number, i.e., 9.2 = 9; 9.4 = 9; 9.5 = 9; 9.6 = 9; etc.) as a captain. If there was a break-in service, the cumulative time of all such occurrences shall be deducted from the total months calculated. A break-in service is defined in LEMSC rules as a period of absence from agency service of more than 240 consecutive working hours resulting from an employee's resignation, retirement, suspension, layoff, or leave of absence without pay.

3. Education is calculated on a sliding scale, beginning with three college hours and topping out with a Doctorate degree.
 - Applicants shall select the appropriate number of completed college or university coursework credit hours or the highest degree completed and attained. Any degree listed must be awarded from an institution recognized and accredited by a higher education accrediting organization identified and approved by the United States Department of Education. For audit and verification purposes, a copy of the applicant's diploma or unofficial transcript listing the degree awarded and/or classes completed must be uploaded at the time of application submission.
4. Applicants must upload supporting documentation, i.e., a diploma or an unofficial transcript, if claiming hours only. Applicants may have uploaded supporting documentation in past applications; however, they must do so again.
5. The experience and education portion will count as 10% of the total process scoring.
6. Of this 10%, education will count for 50% and experience 50%.
7. Human Resources will validate the information provided by the applicant.

Qualifications Appraisal Board (QAB)

1. The Board will have three members: Colonel Heston Silbert, Director; Lt. Kenneth Hunter, Deputy Director; and Inspector Vasquez.
2. The QAB will be timed and applicants will have a total of forty (40) minutes to complete their answers.
3. An overall passing score of 70% on the QAB must be achieved to be placed on the final eligibility list. The QAB is worth 90% of the total.

Promulgation of the Promotional Eligibility List

1. The top five (5) candidates having the highest overall score will be placed on the certified eligibility list. The list will be effective on the date of promulgation and shall expire within the time specified in the LEMSC rules. There will be no assurance of the number of promotions.

CANDIDATES HAVING A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION SHALL NOTIFY HUMAN RESOURCES IN WRITING BY August 18, 2022.

Questions concerning the promotional process should be directed to Deputy Director Hunter at 602-223-2080 or KHunter@azdps.gov.

TIMELINE PROPOSAL

LEMSC-Approval of the plan Announcement	Week of August 2, 2022 August 4, 2022
NEOGOV Application-Experience/ Education due	August 18, 2022 (Thursday)
QAB	August 22 through August 26, 2022
Promulgate List	Week of September 12, 2022

2022 MAJOR PROMOTIONAL PROCESS SCORING

Experience is calculated utilizing months of service as a Captain.

- Applicants will list the verifiable total full months (round down to the next whole number, i.e., 9.2 = 9; 9.4 = 9; 9.5 = 9; 9.6 = 9; etc.) as a captain. If there was a break-in service, the cumulative time of all such occurrences shall be deducted from the total months calculated. A break-in service is defined as a period of absence from agency service resulting from an employee's resignation, retirement, suspension, layoff, or leave of absence without pay. No time working for or employed with another law enforcement agency or military may be used. This portion is worth a maximum of 100-points and capped at ten years. The scoring in this portion is calculated as the number of verifiable months in grade divided by 120, multiplied by 100 points.

Education

- Classes or course work not leading to an accredited degree will be scored on a sliding scale as follows:
 - 3-29 credit hours equates to five (5) points
 - 30-39 credit hours equates to ten (10) points
 - 40-49 credit hours equates to fifteen (15) points
 - 50-59 credit hours equates to twenty (20) points
 - 60-69 credit hours equates to twenty-five (25) points/AA Degree
 - 70-79 credit hours equates to thirty (30) points
 - 80-89 credit hours equates to thirty-five (35) points
 - 90-99 credit hours equates to forty (40) points
 - 100-119 credit hours equates to forty-five (45) points
 - 120 or greater credit hours equates to fifty (50) points
 - A Bachelor's Degree is worth sixty-five (65) points
 - Bachelor's plus 6-11 hours toward a Master's equates to seventy (70) points
 - Bachelor's plus 12-17 hours toward a Master's equates to seventy-five (75) points
 - Bachelor's plus 18-23 hours toward a Masters equates to eighty (80) points
 - Bachelor's plus 24+ hours toward a Masters equates to eighty-five (85) points
 - A Master's degree equates to ninety (90) points
 - A Master's degree with a minimum of fifteen (15) doctorate level credit hours toward a Doctorate Degree equates to ninety-five (95) points
 - Doctorate Degree is worth 100 points.

Scoring

LEMSC Rule 13-5-302.F states:

Human Resources shall apply standardized scoring to a multi-phased examination when the number of competitors is five or more.

LEMSC definition: "Standardized scoring" means a statistical method used to ensure that the various components of a multi-phased examination receive their proper weights.

The Department will utilize the Z-Score to fulfill the LEMSC requirements for Standardized scoring.

The formula for calculating the Z-Score is:

Calculating the Standard Score (Z-Score)

$$\text{Standard Score, } z = \frac{X - \mu}{\sigma}$$

TERMS:
 μ = mean (pronounced 'mu')
X = score
 σ = standard deviation (pronounced 'sigma')

The Z-Score for Phase I (Education and Experience) will be multiplied by its assigned weight. The Z-Score for Phase II (QAB) will be multiplied by its assigned weight. The (weighted) Z-Scores will be added together for a final cumulative score.