

2025 MAJOR PROMOTIONAL PROCESS

Minimum Qualifications

Requires three years of experience and permanent status as a Captain with the Arizona Department of Public Safety. 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. Must successfully complete the examination process.

The process will consist of the following:

NEOGOV Application

- Experience/Education (20%)
- *Due Friday, May 23, 2025, by 1159 (Arizona Time)*

Qualifications Appraisal Board (QAB) (80%) comprised of:

- Presentation of directed command briefing
- Presentation of a visual resume
- QAB questions

It is tentatively scheduled for Monday, June 30, to Wednesday, July 2 (depending on the number of candidates).

Application

1. Applicants must attest to their eligibility when submitting their NEOGOV (electronic) application for the Major Promotional Process. 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 Friday, May 23, 2025, at 1159 hours (Arizona Time).**
 - Applications received after the established due date or time 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 May 23, 2025).
 - Human Resources will calculate 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. 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.
3. Education is calculated on a sliding scale, beginning with three college credit 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. Although applicants may have uploaded supporting documentation in past applications, they are required to do so again. It is the responsibility of each applicant to ensure that supporting documentation is uploaded properly.
 - Classes or course work and accredited degree(s) will be scored on a sliding scale as follows:
 - 3-29 credit hours equate to five (5) points
 - 30-39 credit hours equate to ten (10) points
 - 40-49 credit hours equate to fifteen (15) points
 - 50-59 credit hours equate to twenty (20) points
 - 60-69 credit hours equate to twenty-five (25) points/AA Degree
 - 70-79 credit hours equate to thirty (30) points
 - 80-89 credit hours equate to thirty-five (35) points
 - 90-99 credit hours equate to forty (40) points
 - 100-119 credit hours equate to forty-five (45) points
 - 120 or greater credit hours equate to fifty (50) points
 - A bachelor's degree is worth sixty-five (65) points
 - Bachelor's plus 6-11 hours toward a master's degree equates to seventy (70) points
 - Bachelor's plus 12-17 hours toward a master's degree equates to seventy-five (75) points
 - Bachelor's plus 18-23 hours toward a master's degree equates to eighty (80) points
 - Bachelor's plus 24+ hours toward a master's degree 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
 - A Doctorate Degree is worth 100 points.
4. Experience and education will account for 20% of the total process scoring.
 5. Of this 20%, education will count as 50% and experience as 50%.
 6. Human Resources will validate the information provided by the applicant.

QAB

1. The QAB Board Members will be a combination of DPS and other agency personnel who have achieved the rank of Major or Commander or higher. The Board will have four members: Colonel Jeffrey Glover, Director; Lt. Colonel Deston Coleman Jr., Deputy Director; Lt. Colonel Daven Byrd, Assistant Director; and an external agency member with the rank of Major/Commander or higher.
2. Applicants will have 75 minutes to present their directed briefing, visual resume, and answer the QAB questions. The entire QAB will be audio/video recorded.
 - a. Directed Briefing
 - i. Applicants will be provided one hour (before and in addition to the 75 minutes) to prepare a directed command briefing on an assigned topic.
 - ii. The directed command briefing will be presented orally during the QAB.
 - iii. Weighted at 40%.
 - iv. To be placed on the final eligibility list, a directed command briefing score of at least 70% must be achieved.
 - b. Visual Resume Presentation
 - i. The visual resume will be presented during the QAB. The announcement of the visual resume process is tentatively set for May 26, 2025.
 - ii. Weighted at 20%.
 - c. The additional QAB questions will be weighted at 40%.
 - i. A score of at least 70% must be achieved on the standardized QAB questions to be placed on the final eligibility list.
3. The QAB will be 80% of the total process scoring.
4. An overall passing score of 70% on the QAB must be achieved to be placed on the final eligibility list.

Promulgation of the Promotional Eligibility List

The top five (5) candidates with the highest overall scores will be placed on the certified eligibility list. The list will be effective on the date of promulgation and expire within the time specified in the LEMSC rules. The number of promotions will not be assured.

CANDIDATES HAVING A DISABILITY WHICH MAY REQUIRE ACCOMMODATION SHALL NOTIFY HUMAN RESOURCES IN WRITING BY JUNE 1, 2025.

Questions concerning the promotional process should be directed to Lt. Colonel Daven Byrd at 602-223-2354 or dbyrd@azdps.gov.

TENTATIVE TIMELINE PROPOSAL
****Note the change to the QAB dates**

LEMSC approval of the plan	Week of April 28, 2025 (or sooner)
Announcement	May 1, 2025
NEOGOV Application due	May 23, 2025
Visual Resume Instructions	May 26, 2025
QAB	June 30 – July 2, 2025
Promulgate List	July 7, 2025

2025 MAJOR PROMOTIONAL PROCESS 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 final Z-Score is:
Standard deviation for the sample (STDEV.S)

$$\text{Sample Standard Deviation: } s = \sqrt{\frac{\sum_{i=1}^n (x - \bar{x})^2}{n - 1}}$$

Each phase of the examination will be scaled to its approved value.

Phase I (Education, Experience) will be multiplied by its assigned weight.

(Applicant passing score * 0.2).

Phase II (QAB) will be multiplied by its assigned weight. (Applicant passing score * 0.8).

The Z-score calculation will be applied to the applicants who completed both phases of the examination.