



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Police Chief Series Education and Experience Claim

SALARY: \$0.00 /Hour

OPENING DATE: 05/13/16

CLOSING DATE: 05/28/16 11:59 PM

DESCRIPTION:

ONLINE EDUCATION & EXPERIENCE CLAIM

EXAMINATION TITLES: POLICE CHIEF, DEPUTY POLICE CHIEF

Promotional Examination Date: May 21, 2016

Deadline for Online E&E Claim Submission: May 28, 2016 at 11:59pm

This is the ONLINE EDUCATION & EXPERIENCE CLAIM for all Police Departmental Promotional Examinations scheduled for May 21, 2016. Only online Education and Experience claims will be accepted. Submitting an E&E Claim in any other way than through the online claim process will result in a failed examination component. There is no separate fee for filing this claim.

ONLY ELIGIBLE CANDIDATES WHO HAVE ALREADY SUBMITTED AN APPLICATION AND PAYMENT TO PARTICIPATE IN THE CIVIL SERVICE POLICE DEPARTMENTAL PROMOTIONAL EXAMS SCHEDULED FOR SATURDAY, MAY 21, 2016 MUST COMPLETE THIS ONLINE CLAIM.

EXAMPLES OF ESSENTIAL DUTIES:

SUMMARY OF THE ONLINE EDUCATION & EXPERIENCE (E&E) CLAIM PROCESS:

YOU WILL RATE YOURSELF: In this examination component you will rate your own education, training, and work experience against a standard schedule. You will do so by filling out this Online Education & Experience (E&E) Claim. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your overall final examination score. Everything that will receive credit is included in this Online E&E Claim. Each section of the standard schedule is preceded by specific instructions. The amount of credit that is applicable to each item on the schedule has been determined in advance and is displayed in parentheses next to each response. Please be aware that to receive E&E credit, applicants must take and pass all other examination components as stated in the examination posting.

IT IS IMPORTANT THAT YOU READ ALL THE INSTRUCTIONS BEFORE COMPLETING THE ONLINE E&E CLAIM. FAILURE TO DO SO MAY RESULT IN A LOWER SCORE. YOU HAVE THE ABILITY TO SAVE THIS CLAIM AND RETURN TO IT TO MAKE AS MANY CHANGES AS NEEDED PRIOR TO MAY 28, 2016 AT 11:59PM. IF YOU HIT THE SAVE

AND SUBMIT BUTTON, YOU WILL NOT BE ABLE TO MAKE ANY REVISIONS TO YOUR CLAIM. IF YOU WOULD LIKE TO MAKE REVISIONS BEFORE THE MAY 28, 2016 DEADLINE, SEND AN EMAIL TO CIVILSERVICE@STATE.MA.US WITH YOUR CHANGES. YOU HAVE THE ABILITY TO ACCESS YOUR SUBMITTED CLAIM AT ANYTIME BY SIMPLY LOGGING INTO YOUR ONLINE CIVIL SERVICE ACCOUNT. IF YOUR CLAIM AND SUPPORTING DOCUMENTATION IS NOT RECEIVED BY 11:59PM ON MAY 28, 2016, IT WILL NOT BE CONSIDERED.

THIS IS AN EXAMINATION COMPONENT: Complete your Online E&E Claim on your own and to the best of your ability. Accurate completion of the education and experience claim is a scored, weighted, examination component. In order to ensure that no one receives any type of unfair advantage in the claim process, be advised that we are unable to provide individualized assistance to any applicant. Deputy Police Chief and Police Chief classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions in regards to this examination component is cause for disqualification.

PLEASE, NO PHONE CALLS and NO EMAIL INQUIRIES. YOU WILL NOT RECEIVE A RESPONSE.

TYPICAL QUALIFICATIONS:

GENERAL INSTRUCTIONS: Please carefully read and follow these instructions. They differ from the instructions for other examinations that you may have taken. Please be thorough.

PREPARING & SAVING YOUR CLAIM: HRD recommends that applicants download and print a copy of the Online E&E Claim to work with offline before attempting to complete the online form. As mentioned above, the Online E&E Claim provides you with the ability to save your work at any point and exit the claim. Up to the statutory deadline of midnight 7 calendar days after the written examination date, you will be able to sign-in, complete, and submit your Online E&E Claim. Please be aware that once it is submitted, you will not be able to alter your Online E&E Claim. **Once your claim has been successfully submitted, you will receive an automatic email confirmation. If you do not receive this, your claim was not received successfully.** After submission, your Online E&E Claim will be saved in your online user account and you will have access to download or print a copy at any time. Written requests for modification of a submitted claim, emailed to civilservice@state.ma.us by May 28, 2016 at 11:59 pm, will be added to your record for this exam component.

SUPPORTING DOCUMENTATION: The Human Resources Division (HRD) requires the submission of supporting documentation for all claims submitted in your Online E&E Claim. Please attach electronic copies of this documentation (such as official college transcripts, EMT license, etc.) to the Online E&E Claim or email electronic documents to civilservice@state.ma.us. E&E Claim documentation will not be accepted at the examination site. Should the issue of authenticity arise with the electronic documents at any time during the review process or during the life of a resulting eligible list, applicants must submit original supporting documentation to HRD.

EXPERIENCE CLAIM SUPPORTING DOCUMENTS: Work experience claims must be supported by an Employment Verification Form and letter with original signature of the appointing authority or his/her designee. The appointing authority must provide starting and ending dates at each grade level and indicate whether this was full-time or part-time employment (including any "provisional" or "acting" time), dates and reasons for any breaks in service, as well as any other related data. All experience applying to each category on the letter from the appointing authority must be totaled by number of hours in each category or it will not be credited. Any experience claim that is not accompanied by a letter from the appointing authority will be removed from your E&E claim score.

EDUCATION CLAIM SUPPORTING DOCUMENTS: All education claims must be supported by

official transcripts from regionally accredited colleges or universities. Copies of diplomas and unofficial transcripts may or may not be accepted as proof at the discretion of HRD. Grade reports are not transcripts, and will not be accepted as supporting documentation for education claims. Any education claim that is not accompanied by supporting documentation will be removed from your E&E Claim score.

APPEAL RIGHTS: Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Online E&E Claim by statute. No new type of credit can be claimed once you submit your Online E&E Claim.

CLAIM AUDITS: During the life of the resulting eligible list, be prepared to provide copies of all supporting documentation submitted as part of this examination component to HRD or the appointing authority upon request.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

One Ashburton Place
Room 301
Boston, MA 02108

Position #160521PCEEClaim
2016 POLICE CHIEF SERIES EDUCATION AND EXPERIENCE
CLAIM
HC

civilservice@state.ma.us
