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TO: Police and Fire Chiefs, Municipal Hiring Authorities
FROM: Brianna Ward, Deputy Director of Civil Service Unit
DATE: December 19, 2023
SUBJECT: Updated Assessment Center Options

This memo is to provide guidance on two areas of the Human Resource Divisions (HRDs) promotional exam process. The delegated assessment center process may consist of either a weighted/graded Assessment Center (AC) exam or a Sole Assessment Center (AC) exam with Education and Experience (E&E) for police or Experience, Certifications, Training, and Education (ECT&E) for fire.

For all weighted/graded exam requests starting on January 1, 2024, the component weight ranges in the chart below will be permitted when requesting a weighted/graded exam. Fire promotional ranks ranging from Fire Lieutenant through Deputy Fire Chief have a Technical Knowledge (TK), Situational Judgment Test (SJT), and ECT&E exam component with the delegated AC. Police promotional ranks ranging from Police Sergeant through Police Captain have a Technical Knowledge (TK), Situational Judgment Test (SJT), and E&E exam component with the delegated AC. When requesting a weighted/graded delegated AC please specify the weights in each of the four (4) exam components in the exam requisition, within the below weight ranges. Exam weights must total 100.

Ranks	Technical Knowledge	Situational Judgment Test	Assessment Center	Education and Experience or Experience, Certifications, Trainings, and Education
Police Sergeant, Lieutenant, or Captain	30 – 40%	20 – 30%	20 – 30%	5 – 20%
Fire Lieutenant, Captain, District, or Deputy Fire Chief	30 – 40%	20 – 30%	20 – 30%	5 – 20%
Fire Chief	30 – 50%		30 – 50%	5 – 20%

For exam requisitions that call for Sole ACs that choose to utilize (E&E), we again offer this option for the roles of Police Sergeant, Police Lieutenant, and Police Captain. For Sole ACs that choose to utilize (ECT&E), we again offer this option for the roles of Fire Lieutenant, Fire Captain, District Fire Chief, Deputy Fire Chief, and Fire Chief. The exam weights for the Sole AC with E&E or ECT&E must add up to 100.