

# 2024 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 (10%)
- *Due Thursday, August 15, 2024*

Written Staff Study (30%) *Due Friday, August 30, 2024*

Qualifications Appraisal Board (QAB) (60%) comprised of:

- Presentation of staff study followed by structured questions regarding the staff study
- Presentation of Visual Resume
- QAB Questions

*Tentatively scheduled for Monday, September 23, through Friday, October 4 (Depending on the number of applicants)*

## Application

1. Applicants will be required to 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 **Thursday, August 15, 2024, at 11:59 PM.**
  - 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 15, 2024).
  - 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. 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 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 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 Master's equates to eighty (80) points
    - Bachelor's plus 24+ hours toward a Master's 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.
4. The experience and education portion will count as 10% of the total process scoring.
  5. Of this 10%, education will count as 50% and experience as 50%.
  6. Human Resources will validate the information provided by the applicant.

**Written Staff Study**

1. Written staff study with format, topic, and scoring to be determined by the Major Promotional Process Development Committee (MPPDC).
2. The announcement of the staff study process is tentatively set for August 16, 2024.
3. The staff study will be submitted first to the Written Staff Study Board for content scoring. Content scoring criteria will be determined by the MPPDC.
4. The staff study will then be presented orally to the Qualifications Appraisal Board (QAB) for scoring. Scoring criteria will be determined by the MPPDC.
5. The Written Staff Study Board Members will be a combination of DPS personnel who have achieved the rank of Major or higher. The Board will have four members: Colonel Jeffrey Glover, Director; Lt. Kenneth Hunter, Deputy Director; Lt. Timothy Chung, Assistant Director; and Major Jennifer Pinnow, Logistics Bureau Commander.
6. An overall passing score of 70% on the written staff study must be achieved to proceed to the QAB.
7. Raw scores will be standardized.
8. The written staff study will be weighted at 30%

**QAB**

1. 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. Kenneth Hunter, Deputy Director; Lt. Timothy Chung, Assistant Director; external agency member with the rank of Major/Commander or higher, to be determined.
2. Applicants will have a total of 45 minutes to present their staff study and answer structured follow-up questions regarding the presentation, present their visual resume, and answer the QAB questions.
  - a. Staff study Presentation
    - i. The written staff study will be presented orally during the QAB.
    - ii. There will be structured follow-up questions pertaining to the staff study after the oral presentation.
    - iii. Weighted at 40%.
  - 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 August 16, 2024.
    - ii. Weighted at 20%.
  - c. The additional QAB questions will be weighted at 40%.
    - i. Raw scores will be standardized.

- ii. The entire QAB will be recorded.
- 3. The QAB will count as 60% 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 three (3) candidates with 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 ACCOMODATION, SHALL NOTIFY HUMAN RESOURCES IN WRITING BY AUGUST 19, 2024.**

Questions concerning the promotional process should be directed to Lt. Colonel Jenna Mitchell at 602-223-2441 or [JMitchell@azdps.gov](mailto:JMitchell@azdps.gov).

**TIMELINE PROPOSAL**

LEMSC-Approval of the plan  
Announcement  
NEOGOV Application due  
WRITTEN STAFF STUDY due  
QAB  
Promulgate List

Week of July 29, 2024  
August 1, 2024  
August 15, 2024  
August 30, 2024  
September 23-October 4, 2024  
Week of October 4, 2024

## 2024 MAJOR PROMOTIONAL PROCESS SCORING

### 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:  
 $\mu$  = mean (pronounced 'mu')  
X = score  
 $\sigma$  = standard deviation (pronounced 'sigma')

The Z-Score for each phase of the process will be multiplied by its assigned weight. The (weighted) Z-Scores will be added together for a final cumulative score.