



Civil Service Selection Process

Lateral Transfers

| Tasks | Date/Deadline |
|---|--|
| Completed application along with required documentation submitted to the City's Human Resources Department. | 4:00 p.m., March 30, 2017 |
| Applicants take physical ability test | April 14, 2018 at 9:00 a.m. |
| Oral Interview/Assessment of Applicants. Will be required to present proof of military duty, education achievement and/or residency to receive CSC extra credit(s). | To Be Announced |
| Applicants meeting all application criteria are placed on a civil service list of eligible candidates, in descending order of assessment score, inclusive of extra credit. | Certified list is good for one (1) year from the date of certification. |
| For vacancies within the Police Division, the Safety-Service Director requests a list of the ten (10) candidates then standing highest on the appropriate certified civil service list. | Same |
| The Police Division performs a background check on each of candidates from the certified eligibility list. The check involves: -employment history -motor vehicle & traffic history -education history -criminal background check -financial history -employment & personal history -polygraph exam/CVSA -reference check | Same |
| After background check, eligible candidates are subject to a second interview by the City's Oral Review Board. | Same |
| All candidates are either rejected or recommended for further consideration to the appropriate Chief, who then recommends candidates for hire to the Safety-Service Director. Approved candidates must pass medical, drug and psychological examinations before offer of employment is made. | Same |
| Length of process is dependent on vacancies approved to be filled not to exceed the one (1) year limit of the certified list. | Same |