

**Foreman of Laborers Promotional Plan**

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The Foreman of Laborers promotional process will consist of three parts, which will be scored individually and then combined in a single score. The ranking will be used to place the applicant into categories of Most Qualified, Highly Qualified, Qualified, or Not-Qualified.

The commonly accepted standard for hiring in both private and public sectors is an evaluation of KNOWLEDGE, SKILL and ABILITY. This standard is the basis for the Foreman of Laborers promotional process.

**1.) Citywide Standards Examination (KNOWLEDGE)**

This stage tests for a basic level of knowledge that is essential to a managerial/supervisory role. The test will consist of 20 questions in each of three major areas, including:

- (a) Personnel Rules
- (b) Ethics
- (c) Shakman Compliance

The test is multiple choice and True/False. Each question is worth 5 points. A pool of questions on these topics will be available for the departments to make the selection of 20 to be used on the test. Therefore, the same test will not be used twice.

Only the applicants with a score of 70% or higher will advance to the next stage of the process.

**2.) Practical Application (SKILL)**

This stage tests for a basic aptitude for supervisory skill. The test will consist of 5 questions in areas including:

- (a) General scenarios with a sample report, i.e. Report of Occupational Injury or Illness Form and (or) Vehicle/Equipment Crash/Damage Report Form.
- (b) General description of the key responsibilities and/or expectations the applicant has of the people he or she will supervise.
- (c) Specific questions designed by the department. Technical questions can be developed by the Department and submitted to DHR for approval.

The test is a short answer, written test. Each question is worth 20 points, with a total possible value of 100.

Only the applicants with a score of 70% or higher will advance to the next stage of the process.

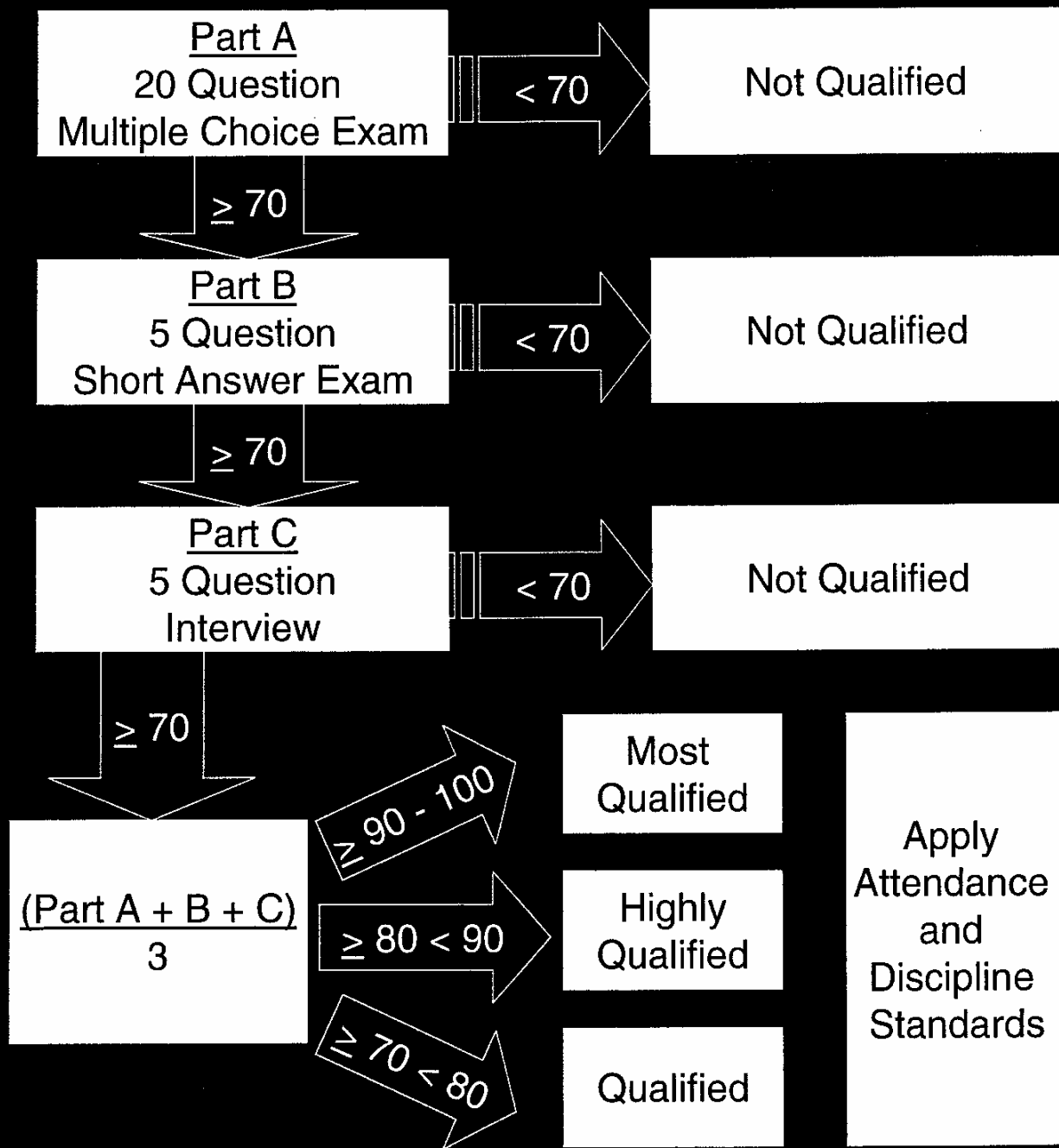
**3.) Interview (ABILITY)**

This stage ensures that applicants who do not do as well in a written portion can have a fair chance at demonstrating their ability to perform the job. A pool of questions on supervisory ability will be available for the departments to select, depending on their own needs. Other questions that are more specific to the department may be added as needed, but must also be approved by DHR.

The test will consist of 5 (five) questions, each with a value of 20 points. 70% is a passing score.

The individual's score shall be an average of the three passing scores. The scores will be ranked in order of highest to lowest, and scores greater than or equal to 90 will be considered Most Qualified, greater than or equal to 80 and less than 90 will be considered Highly Qualified, greater than or equal to 70 and less than 80 will be considered Qualified. Selections will first be made from the Most Qualified category in order of seniority, and subsequently from the Highly Qualified and Qualified categories in seniority order, as needed. Twelve month attendance and disciplinary history will be reviewed for those selected during that hiring sequence. Hires will be made in order of seniority within the appropriate category (Most Qualified first) as based on score, provided the individual also meets the attendance and discipline criteria.

# Promotional Process



**Selections will first be made from the Most Qualified category in order of seniority, and subsequently from the Highly Qualified and Qualified categories in seniority order. Twelve month attendance and disciplinary history will be reviewed for those selected during that hiring sequence. Hires will be made in order of seniority within the appropriate category, provided the individual also meets the attendance and discipline standards.**