

## Civil Service Funding Request

On the April 4<sup>th</sup>, the Civil Service Commission approved a change in the process for hiring Deputy Sheriff's. Because civil service is new with the county, the rules, processes and procedures are evolutionary. Civil Service impacts recruiting significantly. In an effort to promote fairness and increase the chance for success in the hiring process, the civil service board has approved a request of the Sheriff's office to utilize standardized testing for the hiring of Deputy Sheriff's. This is a common practice among most local police departments but is new for the county.

Human Resources spent several months obtaining information on standardized testing. The tests are paper based and unfortunately there is not a computerized option at this time that can be utilized. The Sheriff's office reviewed the options and selected the most appropriate test. In order to implement this process it will require that the county purchase the tests, a machine for grading the tests and possibly pay for space in which to give the test. Human Resources will be responsible for all aspects of the testing process.

The Sheriff's office expects the tests to have the following benefits:

1. Provide information on an applicant's aptitude for the position
2. Create a ranking structure to focus on more qualified candidates rather than working from the basis of the first person to submit an application
3. Provides a standing availability list to shorten the time needed to fill vacancies thereby promoting public safety and reducing costs such as overtime
4. Increasing the pool of applicants by heavily promoting specific test dates well in advance

We were unable to budget for this request in the current budget year. The Civil Service Board approved the rules for the first time in March 2012. The rules changed the recruiting process significantly but the impact of those changes was not apparent until the process had been utilized for an extended period. The next time the Civil Service Board met was in October 2012 which was after the budgeting process was complete. At that meeting the Chair asked that testing be considered as it is standard for most police agencies. The next meeting of the Civil Service Board was in April 2013 where the Deputy Sheriff testing process was approved with the request by the Board that the process be started in the current fiscal year. Texas Local Government Code 158.011 provides that "The commissioners court shall provide the commission with adequate office space and sufficient funds to employ an adequate staff and to purchase necessary supplies and equipment." Funding for the equipment to provide the testing as approved by the Civil Service Board is hereby requested.