



AGENDA ITEM # 12C

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
June 24, 2019**

Item Title: Police Sergeant Promotional Process

Staff Contact: Steve Herron, Chief of Police

VILLAGE BOARD ACTION

Adopt a resolution authorizing the Village Administrator to execute an agreement to conduct a sergeant promotional test between the Village of Roselle and IO Solutions of Oak Brook, Illinois.

Executive Summary:

The Board of Fire and Police Commission requested staff seek proposals for testing firms to conduct a competitive test to establish a Police Sergeant promotional list. A promotional list for the rank of Police Sergeant is required to be in place and is valid for three years after it has been approved and posted by the Fire and Police Commission. Our current promotional list will expire on October 7, 2019.

After review, and with a motion and passage from the Board of Fire and Police Commission, it is recommended we enter into an agreement with IO Solutions of Oak Brook, Illinois to conduct a semi-customized written examination and develop oral interview questions and training for the Board of Fire and Police Commission to grade the interview questions at a cost of \$9,165.00, depending on the total participants taking the test. Historically we have had between six and eight officers take the promotional test.

Once approved, we will begin to develop questions and study guides for perspective sergeant's candidates, who are eligible under Chapter VI – Promotional Examinations Section 2 – Promotions in the Police Department.

Implications:

Is this item budgeted? Yes, a total of \$5,000 has been budgeted for Sergeant testing in the Board Fire and Police Commission budget.

Any other implications to be considered? No.

Attachments:

Statement of Work IO Solutions

RESOLUTION NO. 2019-

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR
TO EXECUTE AN AGREEMENT TO CONDUCT A SERGEANT PROMOTIONAL
TEST BETWEEN THE VILLAGE OF ROSELLE AND IO SOLUTIONS OF OAK
BROOK, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Roselle deem it in the best interests of the Village to enter into an agreement with IO Solutions, 1520 Kensington Road, Suite 110, Oak Brook IL 60523 for the purpose of conducting promotional testing for the rank of Roselle Police Sergeant; and

WHEREAS, the Illinois Compiled Statutes 65 ILCS 5/10-2.1-4 authorized the Board of Fire and Police Commission to make appointments to the rank of Police Sergeant from an established promotional list in a manner defined by their rules; and

WHEREAS, Chapter VI – Promotional Examination, Section 1 – Promotions, of the Board of Fire and Police Commission rules outlines the process of conducting promotions to the rank of Police Sergeant; and

WHEREAS, on the 11th of June 2019, the Roselle Board of Fire and Police Commission recommended by motion and with approval of all the Commission Members to have IO Solutions of Oak Brook IL assist and conduct the promotional testing for Police Sergeant as outlined in Exhibit A; and

WHEREAS, IO Solutions has conducted the past four police officer entry level tests for police officer candidates and have proven themselves to conduct thorough and comprehensive tests; and

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle that the Village Administrator is hereby authorized to sign and the Village Clerk is hereby directed to attest that certain agreement for promotional testing between the Village of Roselle and IO Solutions, which is attached hereto and incorporated as fully set forth as Exhibit A.

ADOPTED this ____ day of _____, 2019

AYES:
NAYS:
ABSTAIN:
ABSENT:

Andrew J. Maglio, Mayor

ATTEST:

Patricia Burns, Village Clerk



Statement of Work

Client: Roselle, IL Police Department

Project Title: Sergeant Promotional Process 2019

The purpose of this document is to describe the components of the project that will be performed and to document the associated costs. The table on the following page will describe the anticipated project steps and associated costs. Should any component of the project need to be modified, IOS will contact the client and explain the required modification and any associated pricing change. Any future change in the proposed project must be mutually acceptable to the Client and IOS.

I/O Solutions will submit invoices according to the following schedule: 1/2 after the written examination and 1/2 after the project completion.

The following table(s) contain a breakdown of the project steps/components and the associated costs.

Cost Structure

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Written Job Knowledge Examination	4	19	20	2	\$4,760
Provide our First Line Supervisor Exam (\$75/exam)	<i>15 @ \$75 = \$1125</i>				
Draft 55 multiple-choice questions based on exam plan.	4		20		
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.		8			
Administer exam on-site.		5			
Score exam.		1		2	
Assist in designing/coordinating appeals process and respond to candidate appeals.		5			
TOTAL PROJECT INVESTMENT					\$4,760

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Oral Interview Development	23	2	0	0	\$4,405
Design a scenario-based structured oral interview based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	16				
Review questions with SMEs to refine scenario details and ensure accuracy of criteria.	2				
Provide training to the commission	5				
Compile assessment scores and conduct quality controls.		2			
TOTAL PROJECT INVESTMENT					\$4,405

Schedule of Hourly Rates - IOS 2019

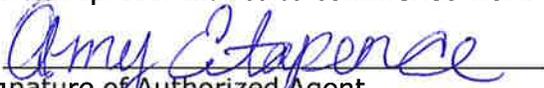
Category	Rate
Consultant/Industrial Psychologist	\$185/hour
Consulting Associate	\$75/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

NOTE: The department will be responsible for scheduling the candidates for the oral interview and facilitating the oral interview. Additionally, the client will be responsible for securing a location for administering the written exam and oral interview.

Authorizations:

Acceptance by Client:

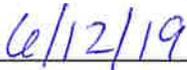
I acknowledge that I have reviewed this Statement of Work and hereby authorize I/O Solutions and its representatives to commence work on the project components as described herein.



Signature of Authorized Agent



Title of Authorized Agent



Date

Acceptance by IOS:

IOS agrees to conduct the work outlined herein according to a timeline that is mutually agreeable to both parties.

Signature of Authorized Agent

Title of Authorized Agent

Date
