

Oak Park FD - Lieutenant Promotional Process

Estimated 30 candidates

Project Step	Consultant Hrs.	Consulting Assoc. Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.
Written Job Knowledge Examination	11	13	42	0
Work with fire department subject matter experts (SMEs) to develop an examination plan (sources materials and sections) that is linked to the Lieutenant job in Oak Park.	2			
Draft multiple choice draft exam containing approx. 120 questions.	6		42	
Review questions to assess job-relatedness and difficulty.	2	3		
Administer and score exam.		4		
Respond to appeals.	1	6		
Assessment Center Development	60	50	0	6
Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	32	5		
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	3			
Develop efficient assessment schedule and coordinate needs for assessment site.	1			
Recruit certified assessors (estimated 6-9 assessors from local jurisdictions)		8		
Administer the assessment center (1/2 day of assessor training followed by 2 days of administration for approx. 30 candidates)	22	22		
Compile assessment scores and conduct quality controls.	1	3		
Develop candidate feedback reports.	1	12		6
Candidate Orientation Presentation	5	0	0	0
Prepare and deliver a candidate preparation/orientation presentation.	5			
Project Expenses				
Assessor honorarium and actor fees. \$450 honorarium	\$4,050			
TOTAL PROJECT INVESTMENT				

Schedule of Hourly Rates - IOS 2017

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

Project Notes

Client will be responsible for providing lunch and refreshments during the assessment.

Client will be responsible for providing a suitable site at which to conduct exams and assessments.

Assessor related costs have been estimated.

Cost
\$5,950
\$15,060
\$925
\$4,050
\$25,985

Project Milestone
Create Reading/Study List
Issue Study List to Candidates
Candidate Orientation
Assessment Center Adminsitration
Written Exam Adminstration
Exam Challenge/Appeal Process
Final Scores

*90 day study period assumed

Timeframe
Week 1
Week 2
Week 8
Week 15
Week 17
Immediately following exam administration
Week 18