



MINUTES  
POLICE EXAMINATION DIVERSITY REVIEW COMMITTEE (PEDRC)\*  
August 12, 2015  
CIVIL SERVICE COMMISSION

**ATTENDEES**

Neal Berlin, CSC Commissioner  
Anna Flores, CSC Commissioner  
Joseph Sandoval, CSC Commissioner  
Earl E. Peterson, CSC Executive Director  
Antoinette Torres-Janke, HR Administrator

Jeff Wilson, CSC Senior HR Professional  
Felisa Urdiales, CSC Senior HR Professional  
Jeanette Madrid, CSC Staff HR Professional  
Susan Billotte, CSC Administrative Assistant  
Anthony Norman, DPD

**ISSUE #1: APPROVAL OF MINUTES**

Earl Peterson called the meeting to order at 9:30am. Commissioner Anna Flores made a motion to approve the minutes of May 6, 2015, seconded by Commissioner Neal Berlin. The motion carried.

**ISSUE #2: PROMOTIONAL, LATERAL, AND ENTRY-LEVEL UPDATES**

• **PROMOTIONAL**

Jeff Wilson led the discussion on promotional updates. He stated that on August 7, 2015, the Commission approved a cut-off score of 22.1948 for the Sergeant Promotional Exam. Of the 163 candidates who tested: 63 passed, 100 failed. Jeff reported that the very few concerns/questions raised by candidates during the test, were rejected by the Angoff Committee. Jeff stated that the Commission was concerned about the number of "no shows" and "withdrawals" from the testing process. Seventy-four combined "no-shows"/"withdrawals" total, with the following demographic breakdown:

- 16 African American
- 12 Hispanic
- 39 White
- 5 Asian
- 2 Native American

Commissioner Sandoval also expressed concern about the low cut-off score combined with 74 "no-shows"/"withdrawals" and how they reflected on candidates situational competence vs. (textbook) knowledge. He raised the possibility of increasing the number of situational questions for future exams. Jeff added that Assessment Center written exercises will be administered 9/8-9/10/15, and the other two remaining exercises will be administered 9/15-9/22/15; written and oral exercises 9/15/15-9/22/15.

A schedule for the 2016 Police Lieutenant Examination was distributed (based on Eligible Register expiring 7/17/16).

• **LATERAL AND ENTRY-LEVEL**

Felisa Urdiales covered Lateral and Entry-Level updates explaining that the Civil Service Commission is processing three Academies, as follows:



- June 2015 Academy (25 Lateral—20 accepted).
- August 2015 Academy (50 Entry Level—42 accepted; six [6] applicants withdrew after acceptance to the Academy; one [1] Cadet medical; one [1] deferred).
- December 2015 Academy (50 Entry Level—750 applicants were sent an email indicating we were inviting on applicants who scored 75% or higher; 400 were invited on; half remaining in process; many are no longer in process due to not submitting the necessary paperwork, as requested. More will be invited on for future processing; some will test for language skills to raise their scores; one tested well for Vietnamese on 8/11/15.

Announcement for Entry/Lateral testing in October, 2015 will be posted Friday, August 14, 2015.

**ISSUE #3 & #4: DIVERSITY & RECRUITMENT UPDATES**

Anthony Norman led the discussion on recruitment and diversity, and the department’s marketing and advertising efforts to communicate the message that DPD is hiring. Anthony stated that DPD’s efforts are focusing on a variety of media and communication channels, including:

- FaceBook ads
- Radio (FLO 107.9 [Hip-hop])
- Flyers
- College Job Fairs (CCA, DU)
- Diversity Job Fair
- Churches (especially African-American)

Commissioner Flores suggested KUVU (Jazz) as a radio station to be included in the mix.

Anthony reported that forty (40) applicants had signed up to test. He wants to get the word out to applicants that a tutorial on the video test is available for only \$23.00 and well worth the investment.

The goal is an additional two-hundred (200) police officers over the next few years.

**OPEN DISCUSSION:**

Earl Peterson and Antoinette Torres-Janke, presented a brief update about the upcoming 9/21/15 DFD Entry-Level Academy: CSC is processing (9) Laterals (as Entry-Level), (5) Cadets, (8) Entry-Level. In addition, (44) names were certified to the Executive Director.

**ISSUE #5: NEXT SCHEDULED MEETING:**

Monday, November 9, 2015 at 9:30 a.m.  
**WEBB MUNICIPAL BUILDING, 2<sup>th</sup> Floor, Room 2.I.1**

The meeting adjourned at 10:30am.

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If there are questions regarding issues discussed in this PEDRC meeting or in any other PEDRC meeting, please feel free to contact Civil Service Commission Executive Director Earl Peterson or any of the HR Professionals at (720) 913-3370.

\*PEDRC: An informal committee of representatives from Police employee groups, Police administration and the Commission. Sponsored by the Commission, its purpose is to provide a vehicle to foster two-way communication on matters related to promotional and entry-level examinations, diversity and other areas of interest to members of the Classified Service. Attendance is open to any member of the Classified Service.