
*What is an “Examination”?

According to the Civil Service Procedures Manual, which was adopted by the Civil Service Commission, an examination consists of the following:

- A “Validated written examinations;
- B Ranking of candidates based on objective and consistent factors such as experience, education, credentials, etc.;
- C Oral examinations, provided that: (1) the questions relate to the essential duties and responsibilities of the position, and (2) the scoring is done in an objective and consistent manner;
- D An examination which measures an applicant’s skills, aptitude, or ability for performing certain functions deemed necessary or desirable in performing the duties described in the job description for the position;
- E An examination may consist of more than one of the types listed above, or any other type determined by the Commission to measure relevant aptitude, ability, skills, intelligence, knowledge, cognitive ability, or other job related factors for a position”

Although we prefer to use written exams whenever possible, sometimes a written exam is not the best or most feasible measurement tool for a position. For some positions, the best measurement might be obtained by an oral exam, a performance exam of their skill level, a video exam, or merely by assigning points based on qualifications. To enhance the effectiveness of our examination process, the Personnel Dept. seeks involvement from city employees who are considered to be ‘subject matter experts’ when determining what testing format is the most appropriate for a position.

Brief Summary of Civil Service Steps:

- 1 Position is advertised in Messenger-Inquirer, and possibly other publications if necessary (if a closed exam, notice will be provided to City civil service employees only; NOTE: state law requires we have at least 3 qualified candidates with 2 years service to have a closed process)
- 2 Applicant applies for job, following the requirements detailed in the advertisement
- 3 Applicant should submit required certifications/evidence of schooling with application
- 4 Applicants who fail to meet requirements will be notified of such; others will proceed to the next step
- 5 All applicants who appear to qualify undergo Civil Service Examination(s)*
- 6 Civil Service Chairperson certifies the “Eligibility List” of those who passed examination, ranked numerically highest to lowest (eligibility list is good for one year from date of exam, or until it is exhausted)
- 7 Those in the top 3 scores (even if there are ties), or if a statistically banded exam, the top band(s) with at least 3 persons, move to the next step in the process
- 8 One or more oral interviews are conducted (non-scored)
- 9 Further evaluation is performed (e.g., personal and employer reference checks, etc.)
- 10 Candidates offered employment will then undergo post-offer, pre-employment requirements (i.e., drug screen, physical examination) and criminal and motor vehicle record check (e.g., if driving required)
- 11 All job offers are subject to recommendation of City Manager and approval of Board of Commissioners

Temporary Employees?

The City utilizes a large number of temporary employees every year. We usually fill these positions by either advertising or going to a temporary employment agency (currently, we mostly use Temporary Professionals).

Sometimes we won’t advertise a temporary position, or hire through a temporary employment agency, when it is not feasible to obtain needed staff through a temporary agency and/or staff is needed right away. Also, we don’t advertise or go through an agency when it comes to school interns.

How to Apply:

All applications must be submitted to the Office of Employment and Training (OET), formerly called the Department of Employment Services (DES), which is located at The Career Center, 121 E. 2nd Street, Owensboro, KY 42303. Applications will be accepted only for solicited positions.

**For further information, call
(270) 687-8540, our Job Line at
(270) 687-INFO x1550, or view
our website at
www.owensboro.org.**

**Job postings and applications
are available at
www.owensboro.org.
Unsolicited resumes can be
posted on
www.MyCareerNetwork.com.**

Brief Summary of Police and Fire Entry-Level Hiring

- 1 Position is advertised in Messenger-Inquirer, and may also be advertised throughout the state/region, etc.; Recruitment fairs may also be pursued
- 2 Applicants apply for job, following the instructions provided in the advertisement
- 3 Applicants will undergo examination, which consists of a written and/or video exam, a physical agility exam, and a highly structured, scored oral examination
- 4 Civil Service Chairperson certifies the eligibility list (which is good for one year from date it is certified, or until exhausted), ranking applicants numerically highest to lowest
- 5 Of those who pass, we take the number of anticipated vacancies times 3, or a minimum of 10, to the next step in the process (based on highest ranking scores)
- 6 An extensive background investigation follows, including, but not limited to, checking criminal history, motor vehicle record, personal and employment references, education, experience, etc., plus a polygraph examination; Applicants also must submit evidence they meet qualifications by a specified date;
- 7 A final oral interview (non-scored) may then take place
- 8 Of those offered the position, they undergo post-offer, pre-employment requirements (drug screen, physical exam, and psychological evaluation).
- 9 Employment is subject to the recommendation of the City Manager and approval of the Board of Commissioners.

Kentucky Police Corps

The City of Owensboro also participates in the Kentucky Police Corps program for students studying law enforcement. Participants in this program do not have to undergo the City's regular recruitment process. Contact Ofr. Marian Cosgrove at (270) 687-8867 for more information.

Brief Summary of Police and Fire Promotional Hiring

NOTE: This applies only to ranks of Sgt., Driver/Engineer, Lt., and Captain)

- 1 Eligible Police/Fire employees are notified of job opening or intention to establish list
- 2 Applicants apply for job, following the instructions provided in the notice;
- 3 Applicants who fail to meet requirements will be notified of such; others will proceed to the next step
- 4 All qualifying applicants will undergo examination process, as required by policy.
- 5 Of those who meet the examination requirements, the Civil Service Chairperson then certifies the eligibility list, ranking applicants numerically highest to lowest
- 6 The Chief may recommend for promotion anyone from the top three scores, subject to the recommendation of the City Manager and approval of the Board of Commissioners.

Lateral Transfers

The City accepts applications for current police officers and telecommunicators wishing to make a lateral transfer. Contact Ofr. Marian Cosgrove at (270) 687-8867 for more information.

OTHER POSITIONS

Other positions, such as the (1) City Manager, Operations Manager, Assistant to the City Manager/Community Coordinator, and City Attorney positions, (2) Chiefs, Deputy Chief, Asst Chiefs, Battalion Chiefs, Inspectors, and Training Instructors in the Police and Fire Dept., and (3) Civilians in the Police and Fire Depts., (including Telecommunicators) do not fall under Civil Service or Police/Fire Entry-Level/Promotional hiring procedures. Excluding the position of City Manager, selection procedures for these positions require the approval of the City Manager. Such positions may be opened to the public or closed to qualifying city employees.

City of Owensboro



Brief Summary Guide to Our Hiring Process

This brochure created for the purpose of providing information to interested parties during recruitment, and is not intended to replace current policy. Applicable policy and law take precedence.
