

### **1.437 RECLASSIFICATION TO ET III**

Reclassification potential from Electronic Technician II (ET II) to Electronic Technician III (ET III) is a periodic, routine career enhancement opportunity for in-house, civilian personnel who meet basic eligibility requirements.

#### **1.437.05 System Responsibility**

The TSB Commander will appoint a project manager to coordinate ET III reclassification processes. Duties and responsibilities of project manager include, but are not limited to:

- A. Managing all aspects of the process, subject to approval by the TSB Commander.
- B. Evaluating and reviewing the development of the testing instruments;
- C. Working with appropriate agency administrators and University Human Resources to ensure that all procedures used in the reclassification process are job related and nondiscriminatory;
- D. Making notification to include:
  1. Eligibility requirements;
  2. Scope of written tests, including bibliographies; and
  3. Critical dates, times, and/or locations.
- E. Notifying participants of process results; and
- F. Maintaining security of reclassification materials and process confidentiality.

#### **1.437.10 Lists of Eligible Candidates**

- A. Electronic Technician II's interested in applying for reclassification to ET III must respond in writing or e-mail as directed by project managers.
- B. The Project manager will post lists of eligible candidates in conspicuous locations and/or on e-mail.
- C. If applicants believe they were inappropriately left off eligibility lists, they must notify project managers in writing or by e-mail within three working days of list postings to ascertain reasons for applicants' names not appearing on lists.
- D. Decisions from the project manager must be rendered in three working days to facilitate the reclassification process.
- E. Applicants who are not placed on final lists of eligibles cannot receive further consideration for reclassification in current processes.

#### **1.437.15 Time-In-Service Requirements**

Electronic Technician II's who do not meet announced time-in-service requirements will not be eligible to participate in reclassification processes.

#### **1.437.20 Performance Evaluation Reviews**

- A. Candidates will have their performance evaluations reviewed by the project manager to ensure candidates meet announced evaluation criteria.
- B. Candidates who do not meet announced evaluation criteria will not be eligible to continue in the current process.

#### **1.437.25 Written Examinations**

- A. Written examinations are composed of questions that must be job related and nondiscriminatory.
  1. Test questions:
    - a. May be both closed and open book items;
    - b. Will be true/false, multiple choice, and/or matching; and
    - c. Will be retained by the agency or external vendors after testing.
  2. Source materials will be announced at least four weeks prior to examinations.
- B. Cut off scores will be announced prior to testing. Candidates must score at or above announced cut off levels in order to remain

eligible for reclassification to ET III.

#### **1.437.30 Selection for Reclassification**

- A. The project manager will compile lists of qualified eligibles based on outcomes of written tests.
- B. Lists will be submitted to the chief for reclassification.

#### **1.437.40 Appeals and Reviews**

- A. Candidates may review and appeal adverse decisions concerning their eligibility for, or appointment to, ET III.
- B. Project managers will ensure test review and appeal sessions are scheduled, announced to all candidates, and conducted.
  1. Candidates will be given controlled time periods to review questions and answer keys and prepare written appeals.
  2. Candidates must complete their own appeals. Collaboration between candidates during test review and appeal sessions will not be allowed.
  3. Test packets will be retained by the agency or external vendors after review and appeal sessions.
  4. Appeals must be based only on issues related to:
    - a. Multiple answers are correct;
    - b. No answers are correct;
    - c. Miscalculation;
    - d. Job relatedness; or
    - e. Discrimination.
  5. Appeals must contain reasons, or issues, leading to appeals and requested resolutions.
  6. Appeals will be considered by appeals panels comprised of the project manager and two Electronics Technician ranked as ET III's who will be appointed by the project manager.
    - a. Appeal panels will render decisions within five working days after meeting.
    - b. Successful appeals will be applied to all candidates whose initial answers coincide with appellant's answers.
    - c. Decisions of appeal panels are based on simple majority votes and will be binding.
- C. Evaluation appeals will be consistent with **1.440.50 PER Presentation**.
- D. Electronic Technician II's failing to meet eligibility requirements may reapply and retest during future reclassification processes.

#### **1.437.45 Participant Integrity**

- A. Cheating, falsification of credentials, deliberate misrepresentation of credentials, or other breaches of conduct, ethics, etc. relating to reclassification system integrity will minimally result in involved candidates being removed from the current process.
- B. All information provided by candidates in, or for, reclassification process purposes is subject to investigation or verification.