

Fundamentals (5.d): Administrative Services Examination Services

Develop an examination plan that meets DTSC's operational needs.

Goal: Enhance DTSC programs' ability to make timely hires of qualified staff by developing and administering an examination plan that meets DTSC's operational needs and that ensures that employees and the public have the ability to take examinations on a continuous basis thereby maximizing the pool of qualified applicants.

Timeline:

April – June 2013:

- Identify and assess future exam needs
- Draft an exam plan for the 2013-14 fiscal year
- Post online exams for Supervising Hazardous Substances Engineer I and II, Public Participation Specialist, Office Services Supervisor II, Environmental Planner, and Personnel Specialist II

July – September 2013:

- Post final examination plan on SharePoint
- Post online examination for the Engineering Geologists series and Hazardous Substances Engineer I and II

October – December 2013:

- Finalize and complete all examination identified for the 2013-14 fiscal year
- Identify and assess examination needs for the 2014-15 fiscal year