

## SUBJECT MATTER, EXPERIENCED ASSESSORS NEEDED

Hamilton County 9-1-1 Emergency Communications District through our consultant Edgeway Strategies, is seeking assessors to participate in our upcoming Assessment Center for the following positions taking place on the following dates:

### SHIFT SUPERVISOR

#### DESCRIPTION

The Shift Supervisor position reports directly to the Director of Operations. The Shift Supervisor is responsible for the day-to-day operations of their assigned shift and numerous associated tasks. They supervise four (4) subordinate supervisors and up to forty-eight (48) Telecommunicators of various rank. The full job description is attached.

Assessors for this position should hold the same rank or higher. Examples of applicable job titles would be Shift Supervisor, Supervisor, Communications Supervisor, Assistant Director, Deputy Director, Director, etc.

#### SCHEDULE

The Assessment Center schedule for this position is:

- Assessment Center Training & Orientation; Sunday, May 6, time TBD (evening hours).
- Assessment Center; Monday May 7, 2018, 8am - 4pm.

### TRAINING & QUALITY ASSURANCE SPECIALIST

#### DESCRIPTION

The Training & Quality Assurance Specialist is a member of a three (3) person training team that reports to the Training & Quality Assurance Supervisor. The Training & Quality Assurance Specialist is responsible for conducting classroom training on a regular basis to include basic level certifications and in-service sessions. The Training & Quality Assurance Specialist has an additional wide range of duties which are described somewhat in the attached job description.

Assessors for this position should hold the same rank or higher as the position being assessed. Examples of applicable job titles would be Training Officer, Trainer, Training Specialist, Instructor, and Training Supervisor. Those who supervise these positions would also be considered.

#### SCHEDULE

The Assessment Center Schedule for this position is:

- Assessment Center Training & Orientation: Tuesday, May 8, 2018, 8am.
- Assessment Center: Tuesday, May 8 through Thursday, May 10, 2018, 8am - 4pm each day.

## FLOOR SUPERVISOR

### DESCRIPTION

The Floor Supervisor is the first line level supervisor directly supporting Telecommunicators. The Floor Supervisor reports to the Shift Supervisor. Floor Supervisors supervise a section of a shift (i.e. Fire/EMS, Law Enforcement, or Call Takers) as assigned. They ensure policy compliance, handle initial personnel issues, make notifications, and provide assistance to Operations as needed. The full job description for Floor Supervisor is attached.

Assessors for this position should hold the same rank or higher as the position being assessed. Examples of applicable job titles would be Section Supervisor, Team Leader, Lead Dispatcher, Shift Supervisor, Supervisor, Communications Supervisor, Assistant Director, and Deputy Director

### SCHEDULE

The Assessment Center schedule for this position is:

- Assessment Center Training & Orientation; Sunday, May 13, 2018, time TBD (evening hours)
- Assessment Center: Monday May 14 through Wednesday, May 16, 2018, 8am - 4pm each day

### COMPENSATION & ACCOMMODATIONS

Compensation for your professional services and expertise will be \$125.00 per day. Breakfast and lunch will be provided each day. Hotel accommodations and an allowance for dinner meal purchases will be available for assessors who must travel over 50 miles one way from their home address to the assessment center.

Hotel accommodations if needed will be made by Hamilton County 9-1-1.

### DRESS CODE

The dress attire for the assessment center is professional business attire.

### CONFLICTS OF INTEREST

Current and former employees of Hamilton County 9-1-1 Emergency Communications District are not eligible for consideration.

Assessors should not be familiar with or related to any candidates being assessed. You may be given a list of candidate names and asked to disclose any past or current associations with the candidate.

Due to the highly competitive nature of this process we ask that you do not contact anyone employed by Hamilton County 9-1-1 Emergency Communications District. If selected additional non-disclosure requests designed to maintain fairness and validity within the process will be made of you.

### CONTACT

Eligible persons wishing to apply for this service should fill out the attached application and return it to:

Tim Christol, Edgeway Strategies, (865) 661-0606, [tim@edgewaystrategies.com](mailto:tim@edgewaystrategies.com)