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| **Note that all documents under this RFP process are subject to public disclosure. Please exclude confidential or proprietary information, as appropriate.** |

***Instructions are provided in blue and may be deleted.* Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.**

**6.4.5. Creativity and Problem Solving**

Government hiring process rules, especially for San Francisco, are complex. CCSF does not expect Proposers to meet all of those requirements “out-of-the-box.” CCSF expects Proposers to demonstrate their ability to think creatively to extend their ATS to meet complex requirements over the coming years.

The creation of the eligible list (based on exam scores) as well as the certification and referral processes are unique parts of CCSF’s hiring process and are prime examples of requirements CCSF eventually wants to meet using this extensible approach. Provide a high-level roadmap and accompanying discussion for how the Proposer’s ATS could be part of a solution to address these requirements.

**6.4.5.1. Extending the Proposer’s ATS to address the “eligible list” feature set**

**The roadmap shall include extending the Proposer’s ATS to address the “eligible list” feature set.** After reviewing the deep dive on the exam scoring and eligible list creation in Sections 11.1. and 11.2., use the examination data and additional instructions attached to create an eligible list, which takes into account the Knowledge, Skills, and Abilities (KSAs) and weights of each component to determine each candidate’s raw exam scores. Use this Template to fill in the values obtained for all score values. If any section does not apply to a specific candidate, enter “N/A.” Describe the process for calculating the scores for each component. There is no page limit. Answers must be thorough, yet concise.

Position: 1244 Human Resources Analyst

Examination components (scores listed below):

* Multiple-choice examination with a weight of 60%
* Oral examination with a weight of 40%

1. Taking into account the weight of the multiple-choice component, convert the multiple-choice exam raw scores into standardized scores within a 700-1000 (highest score achievable) point scale (rounded to whole numbers). The passpoint for the multiple-choice examination is a score of 39 and the highest score achievable on the exam is a score of 50.
2. Calculate each candidate’s oral exam raw score taking into account the weight of each Knowledge, Skill, or Ability (KSA). Assuming a raw score of 2.45 as passing for the oral exam and considering its weight, convert the oral exam raw scores into standardized scores within a 700-1000 (highest score achievable) point scale (rounded to whole numbers).
3. Combine the standardized scores from the multiple-choice and oral examinations for successful candidates. Add any additional points to each successful candidate’s standardized score and rank candidates on a discrete eligible list.

Use the table provided to fill in the values obtained for all score values. If any section does not apply to a specific candidate, leave the cell blank. Describe your process for calculating the scores for each component.

**Multiple-Choice Examination**

|  |  |
| --- | --- |
| **Name** | **Multiple-Choice Raw Score** |
| Candidate A | 40 |
| Candidate B | 43 |
| Candidate C | 45 |
| Candidate D | 39 |
| Candidate E | 41 |
| Candidate F | 46 |
| Candidate G | 39 |
| Candidate H | 44 |
| Candidate I | 45 |
| Candidate J | 39 |
| Candidate K | 39 |

**Oral Examination**

There were five Knowledge, Skills, and Abilities (KSA) rated by two raters during the oral examination. The KSA weights are as follows:

* KSA A: 25%
* KSA B: 26%
* KSA C: 25%
* KSA D: 18%
* KSA E: 6%

Each KSA is rated by two raters on a scale of 1-5, with 1 being the lowest score and 5 being the highest. The scores that each rater determined for each KSA are indicated below.

**Rater 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **KSA A** | **KSA B** | **KSA C** | **KSA D** | **KSA E** |
| **Candidate A** | 3 | 2 | 3 | 4 | 4 |
| **Candidate B** | 3 | 3 | 3 | 3 | 4 |
| **Candidate C** | 4 | 2 | 3 | 4 | 4 |
| **Candidate D** | 3 | 2 | 3 | 4 | 5 |
| **Candidate E** | 2 | 4 | 4 | 4 | 5 |
| **Candidate F** | 1 | 2 | 3 | 4 | 4 |
| **Candidate G** | 3 | 3 | 3 | 5 | 5 |
| **Candidate H** | 2 | 1 | 3 | 2 | 3 |
| **Candidate I** | 4 | 3 | 3 | 4 | 5 |
| **Candidate J** | 3 | 3 | 2 | 2 | 2 |
| **Candidate K** | 1 | 5 | 3 | 3 | 4 |

**Rater 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **KSA A** | **KSA B** | **KSA C** | **KSA D** | **KSA E** |
| **Candidate A** | 3 | 2 | 3 | 4 | 4 |
| **Candidate B** | 4 | 3 | 2 | 3 | 4 |
| **Candidate C** | 3 | 3 | 3 | 3 | 5 |
| **Candidate D** | 4 | 3 | 3 | 3 | 4 |
| **Candidate E** | 3 | 4 | 4 | 3 | 5 |
| **Candidate F** | 2 | 3 | 2 | 3 | 3 |
| **Candidate G** | 4 | 2 | 3 | 4 | 4 |
| **Candidate H** | 2 | 1 | 2 | 3 | 2 |
| **Candidate I** | 3 | 2 | 3 | 3 | 4 |
| **Candidate J** | 4 | 3 | 3 | 3 | 3 |
| **Candidate K** | 2 | 4 | 3 | 3 | 3 |

**Extra Points**

Some candidates are veterans or internal candidates and are eligible for additional points, if they passed all examination components. This information is provided below:

|  |  |  |
| --- | --- | --- |
| **NAME** | **VETERANS POINTS** | **PROMOTIONAL POINTS** |
| **Candidate A** |  | 60 points |
| **Candidate B** | 35 points |  |
| **Candidate E** |  | 60 points |
| **Candidate H** |  | 60 points |
| **Candidate K** |  | 60 points |

**Please proceed to the next page to provide your answer(s).**

Use the table provided to fill in the values obtained for all score values. If any section does not apply to a specific candidate, enter ‘N/A.’.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Candidate** | **Pass/Fail** | **Multiple-**  **Choice**  **Weighted Standardized Score** | **Oral Exam**  **Raw Score** | **Oral Exam Weighted Standardized Score** | **Eligible List Score** | **Rank on List** |
| **A** |  |  |  |  |  |  |
| **B** |  |  |  |  |  |  |
| **C** |  |  |  |  |  |  |
| **D** |  |  |  |  |  |  |
| **E** |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |
| **G** |  |  |  |  |  |  |
| **H** |  |  |  |  |  |  |
| **I** |  |  |  |  |  |  |
| **J** |  |  |  |  |  |  |
| **K** |  |  |  |  |  |  |

Describe the process for calculating the scores for each component.

*[Insert answer here]*