




**CITY OF NEW ORLEANS  
Chief Administrative Office**

**POLICY MEMORANDUM NO. 143(R)**

**August 12, 2020**

**To:** All Departments, Boards, Agencies and Commissions

**From:** Gilbert Montañó, Chief Administrative Officer (CAO) 

**Subject:** **Promotion Procedure for Classified, Non-Civilian (Commissioned) Positions**

**I. PURPOSE**

The purpose of this memorandum is to define the official procedure for promotions of classified, non-civilian ("commissioned") positions. Under this procedure, promotions will be conducted in order of Composite Score, which equally weighs an applicant's Civil Service Examination performance and an applicant's rating from the Promotion Committee.

**II. APPLICABILITY**

This memorandum applies only to promotions for vacancies in commissioned classifications. The promotion procedures described in this memorandum do not apply to:

- (1) Promotions of civilian positions;
- (2) Promotions that occur as a matter of course (ex: Firefighter Recruit to Firefighter I or Police Officer to Senior Police Officer), and;
- (3) Promotions for Fire Apparatus Operator and Fire Captain.

The New Orleans Police Department (NOPD) and New Orleans Fire Department (NOFD) may establish department policies to address department-specific needs that are not covered in this CAO policy memorandum. The establishment of a hiring-related department policy, and any changes to said policy, must receive approval from the Chief Administrative Officer.

**III. DEFINITIONS**

The terms below are listed in alphabetical order. Terms not defined in this section are used consistently with definitions included in the Rules of the Civil Service Commission.

- **Applicant:** An individual who has been certified as eligible for promotion to the vacant position pursuant to Civil Service Rule VI, Section 3.4.
- **Civil Service Examination Performance Score:** One of the two components of the *Composite Score*; derived solely from an applicant's ranking on the civil service examination administered by the Civil Service Department.
- **Composite Score:** Each applicant's combined *Civil Service Examination Performance Score* and *Promotion Committee Score* (out of a possible 200 points).
- **Promotion Committee:** Composed of no fewer than three (3) employees with a minimum rank of Deputy or Assistant Superintendent in the promoting department; Committee rates applicants in accordance with this memorandum.
- **Promotion Committee Score:** One of the two components of the *Composite Score*; derived the *Promotion Committee's* rating of an applicant.

#### IV. PROCEDURE

**Step 1.** The Department of Civil Service will administer the relevant examination and then must provide, when available, the appointing authority a list of all employees who passed the examination.

**Step 2.** The appointing authority shall convene the Promotion Committee. The Promotion Committee shall be comprised of no fewer than three (3) employees with a minimum rank of Deputy or Assistant Superintendent. When a Promotion Committee has been convened with respect to a specific examination, the composition of that Committee shall not be changed until the expiration of that examination. However, if a member of the Committee is no longer employed with the City during an active promotion evaluation, another individual who replaces them will be permitted to serve in their place.

**Step 3.** The Promotion Committee will conduct a holistic review of each applicant's merit and fitness for promotion to the vacant position, as demonstrated based on the following information:

1. Performance evaluations
2. Disciplinary history
3. Job history

The Promotion Committee will rate each applicant on the eligibility list one of three possible ratings:

1. **High (H):** Applicant is recommended for immediate promotion.
2. **Medium (M):** Applicant is acceptable for immediate promotion.
3. **Low (L):** Applicant is not recommended for immediate promotion.

For each applicant that is rated H or L, the Promotion Committee must provide a written explanation that clearly describes the reason(s) for this rating, including the specific information that supports the rating. The Promotion Committee will aim to reach consensus

on each applicant's rating; however, each Promotion Committee member will ultimately provide an individual rating of each applicant based upon his or her evaluation.

**Step 4.** After reviewing and rating each applicant, the Promotion Committee shall provide the appointing authority with a breakdown of how each member of the Promotion Committee rated each applicant. The appointing authority will convert these ratings to a numeric score (Promotion Committee Score) for every applicant using the methodology outlined in *Attachment A*. The Promotion Committee Score shall be the average numeric score of all the ratings for an applicant from each member of the Promotion Committee.

**Step 5.** The appointing authority shall use the methodology outlined in *Attachment A* to calculate the Civil Service Performance Examination Score for each applicant by benchmarking each applicant's rank to a value on a 100-point scale.

**Step 6.** The appointing authority shall sum each applicant's Promotion Committee Score and Civil Service Performance Examination Score to generate each applicant's Composite Score. All eligible applicants are then ranked by Composite Score for selection for promotion. The applicant with the highest Composite Score must be selected for promotion to fill the vacant position. The list of eligible applicants ranked by Composite Score shall be updated only to account for previously ineligible candidates becoming eligible.

## **V. RECORDS**

The promoting department must retain all documents and records considered or created by the Promotion Committee for any period required by law or regulation. Each applicant's documents and records shall be maintained in a standardized manner that allows them to be readily produced to and reviewed by the applicant, CAO, the Civil Service Commission, the Personnel Director, or other entities with oversight responsibilities.

## **VI. INQUIRIES**

Any inquiries concerning this policy memorandum may be addressed to the Chief Administrative Office at [CAOrequests@nola.gov](mailto:CAOrequests@nola.gov) or (504) 658-8600.



## **Attachment A: Calculating an Applicant's Composite Score**

Each applicant shall have a Composite Score out of 200 points, based equally on an applicant's Promotion Committee Score and Civil Service Exam Performance Score.

