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DEPARTMENT OF PERSONNEL

ROLANDO TORRES, JR.  
COMMISSIONER

Division of Selection Services  
P.O. Box 310  
Trenton, NJ 08625

February 26, 2008

Mr. Jeffrey Smith, President  
NJ Superior Officers Association  
P.O. Box 273  
Richwood, NJ 08074

Dear Mr. Smith:

This is in reply to your letter, dated January 24, 2008 and postmarked February 12, 2008, in which you list numerous concerns regarding the promotional examination for Supervising Parole Officer (PS60641).

All Department of Personnel (DOP) examinations are designed to measure the knowledge, skills and abilities needed to perform the duties of a targeted title. In determining the format for the upcoming Supervising Parole Officer examination, staff conducted a job analysis, looked at how the title is used and reviewed the number of candidates admitted to the symbol. The essay format is often used when an assessment of written communication skills is required for success on the job. An essay allows candidates to demonstrate their ability to communicate in writing rather than simply have knowledge of the mechanics of written communication, e.g. grammar, punctuation, spelling, etc. The use of essay format examinations is a valid test methodology used by the DOP for many years.

The scoring criteria have been developed with assistance from Senior-level Subject Matter Experts within the area of Parole and are tied directly to the job analysis performed for the title. As such, this information is confidential, but has been established a priori as is accepted practice per the Federal Uniform Guidelines on Employee Selection.

Finally, specific instructions regarding the allotted time and how to respond to the essay examination will be given to candidates at the examination center so that everyone receives the same instructions at the same time. This is to ensure consistency and fairness to all.

I trust that this addresses your concerns in this matter.

Sincerely,

Michael A. Johnson  
Manager, General Testing  
Division of Selection Services