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INFORMATIONAL BULLETIN IB-13073

TO: All Career Fire and Rescue Department Personnel

FROM: Allen Baldwin, Fire Chief

RE: Promotional Eligibility – **BATTALION CHIEF**

DATE: December 23, 2013

This is to announce our intent to conduct an internal promotional process to develop an eligibility list for the position of **Battalion Chief**. This eligibility list will give the department the ability to fill future vacancies.

The department/City of Winchester is not obligated to hire or promote from any established eligibility list. If a qualifying candidate is promoted, they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for the position. The job description for the position is attached for review.

Competing in the promotional eligibility process is voluntary and therefore no part shall be compensable to any participant. Appropriate work schedule arrangements shall be the responsibility of the candidate.

Changes to this document or the promotion process will be announced as a revision of this document.

MINIMUM REQUIREMENTS FOR PROMOTIONAL ELIGIBILITY

To be eligible for the promotional process, applicants must meet all of the following requirements by the date listed in Step 1 of the promotional eligibility process timeline.

- Meet all requirements set forth for promotion to the Battalion Chief position as outlined in the department Professional Development Program (PDP).
- Have two (2) consecutive years of service as a Lieutenant (Former Sergeant position).
- Not be on disciplinary probation at time of application or be placed on disciplinary probation prior to completion of the process.

"To develop and deploy a coordinated service delivery system through which the community is provided public safety services in a professional and cost effective manner."

- Have successfully passed the department's most recent annual work performance evaluation.

TIMELINE OF PROMOTIONAL ELIGIBILITY PROCESS

The following timeline will be used for the promotional eligibility process. Location and times of each step will be announced to each eligible candidate in advance. This schedule may be adjusted to accommodate the number of candidates eligible or for other deciding factors.

| Step | Description | Date | Weight |
|------|--|----------------------------------|--------|
| 1 | Application, Certifications, Cover Letter, Resume, Confidentiality Agreement | (DUE) January 3, 2014 | - |
| - | Promotional Practice Session (voluntary) | March 3, 2014 | - |
| 2 | Written Test | April 3, 2014 | 40% |
| 3 | Supervisory Interactive Role Playing | April 7, 2014 | 20% |
| 3 | Oral Interviews | April 7, 2014 | 20% |
| 3 | Incident Management Simulation | April 11, 2014 | 20% |

STUDY MATERIALS

Information for the promotional process, written and practical, will be derived from information contained in the following references:

- **Fire & Emergency Services Company Officer**, IFSTA 4th Edition
 - ISBN # 978-0-87939-281-9. Fire Protection Publications
- **National Incident Management System (NIMS)**, U.S. Department of Homeland Security (2008)
 - http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
- **Lord Fairfax EMS Council, Administrative Policies and Procedures**, 2013 Edition
 - <http://fire.winchesterva.gov/Support%20Files/EMS%20Protocols/Lord%20Fairfax%20E.M.S.%20Council%20Administrative%20Policies%20and%20Procedures%2008012013%20Final.pdf>
- **Winchester Fire and Rescue, Standard Operating Procedures**
 - All policies that are contained on the Department Internal Website (<http://fire.winchesterva.gov>)
- **City of Winchester Comprehensive Employee Management System (CEMS)**, Revised February 2010
 - Sections 7.2- Discipline, 7.3-Sexual Harassment, 7.4-Grievance Policy, 8.1-Workplace Violence, 8.2-Substance Abuse Policy and all associated forms that pertain to each of these sections. <http://internal.winchesterva.gov/forms-and-publications/>

ABSENCES FROM THE TESTING PROCESS

There will be no excused absences for any component of the promotional process.

TESTING PROCESS

STEP 1 – Application, Cover Letter, Resume, Certifications and Confidentiality Agreement

The following information shall be hand delivered as a package to the Human Resource Department, attention Human Resource Director, by the close of business (5:00 p.m.) on the date listed in the Timeline Chart (Step 1).

Package Contents:

The following documents shall be included in the package in the order as listed below. Exclusion or incomplete/inaccurate package items of any part will constitute elimination from the promotional process.

- Completed Professional Development Program application for the position (see attached)
- Cover letter outlining your interest to participate in the promotional process
- Resume of professional qualifications and education
- Copies of all certificates required for the position
- Signed Confidentiality Agreement (see attached)
 - A Confidentiality Agreement must be signed and placed with the package. If a candidate is not willing to agree to the terms of the confidentiality agreement, they will be excluded from the process.

STEP 2 – Written Test

Eligible candidates will be required to complete a written exam (multiple choice test). This test is developed, validated, and scored by the department. Each test question will cite the source material used to derive the question to ensure there is no discrepancy in an answer.

The written test score will be valued as 40% of the overall total score.

STEP 3 – Practical Stations/Oral Interview

All candidates will participate in the three part practical test/evaluation process (listed below). Each part of the testing process will be valued as 20% for a cumulative total of 60% of the overall score. Candidates will be assigned a testing schedule for the practical test process.

A group of internal and external assessors/evaluators/role players will be utilized to ensure fairness and no bias to any individual. The following are the three part skills/practicals:

- Supervisory interactive/role playing session:
 - Candidates will interact with a role player to work through a supervisory scenario. The evaluators will be evaluating poise, communication skills, accuracy of answers, knowledge of policies and forms, and the ability to perform under pressure.

- Oral interview with an interview board:
 - All candidates will be scheduled to participate in an oral interview. The oral interview board will ask a series of standardized questions, which can range from personal philosophies of the job classification seeking promotion to, administrative or operationally in nature. The interview board will be evaluating poise, communication skills, accuracy of answers and the ability to perform under pressure. Questions asked will be standardized to all candidates in the process. Interviewers may ask follow-up questions for clarification.

- Incident management simulation:
 - The incident management simulation will assess the candidate's ability to mitigate an emergency incident. The candidates will be required to manage the scenario utilizing unit command boards and portable radio(s). The evaluators will be evaluating poise, communication skills, accuracy of supervision/direction, use of assignment sheets, and the ability to perform under pressure.

SCORING

When the candidate has completed Steps 2 and 3 of the testing process; (written and practicals), all scores will be tabulated and the candidates will be ranked from highest to lowest score. The entire testing process will equal 100%. To be ranked on the eligibility list, the candidate must qualify with a minimum of 70%. In the event of a tie score at the completion of the testing process, the following sequential tie breakers shall be utilized until the tie is broken:

1. Highest written test score, then,
2. Total length of employment service with Winchester Fire and Rescue, then,
3. Total length of service in the current position

STEP 4 – Eligibility List Announcement

An eligibility list will be compiled and published via an Informational Bulletin and will remain in effect for a period of at least one year from the date of the Informational Bulletin.

OTHER INFORMATION

- All questions should be directed to Human Resource Director at 540-667-1815



Professional Development Program Application Battalion Chief

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

| Requirements | Date of Promotion /Received | Employee Signature | Supervisors Signature |
|--|-----------------------------|--------------------|-----------------------|
| Minimum of 2 years as Lieutenant (former Sergeant) | | | |
| Fire Officer Level II | | | |
| NFA Leadership I | | | |
| ICS 300 | | | |
| ICS 400 | | | |
| NIMS 800 | | | |
| Annual Work Performance Evaluation | | Time: _____ | |

Applicant is responsible for attaching proof of certification

Do not write below



STATEMENT OF CONFIDENTIALITY

By reading, understanding and signing the following you agree to maintain the integrity, credibility and fairness of the promotional process, and ensure participation and cooperation of all involved. In order to protect the parties involved, it is understood that all individuals involved will keep this process confidential, except to those individuals who have a need and right to know.

Participants (candidates and assessors) shall not divulge any information obtained from observations, conversations, or documentation of any sort regarding any portion of the promotion process to any unauthorized person(s) until the announcement of the eligibility list. Participants shall not publish or make public any information regarding the promotional process. Failure to maintain confidentiality severely impacts the expectations and outcome of the promotional process. Participants are specifically required to maintain confidentiality.

I hereby acknowledge that I have read and understand this Statement of Confidentiality:

Participant Name

Participant Signature

Date

**BATTALION CHIEF
FIRE & RESCUE DEPARTMENT**

NON-EXEMPT
SALARY LEVEL: Grade 23

JOB CODE: 168
DATE: 7/1/12

SUMMARY: Performs difficult protective service work in fire suppression, emergency medical services and hazardous materials; does related work as required. Work often is performed under emergency conditions and frequently involves considerable personal hazards. Work is performed under general supervision. Limited supervision is exercised over a medium group of firefighters and Lieutenants on an assigned shift and station; and a large group of emergency response personnel during emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Responds to emergency incidents and directs the work of emergency response personnel pending arrival of superior officer.
- Supervises and assists in the work of extinguishing fires, emergency medical services and hazardous materials mitigation.
- Performs related life and property protection activities.
- Supervises and participates in the upkeep of apparatus and equipment.
- Supervises and performs the maintenance of the station and grounds.
- Instructs training programs and drills and evaluates the work of subordinates.
- Functions as department Battalion Officer.
- Conducts special tasks as necessary.
- Drives and operates emergency response apparatus.
- Serves as a station supervisor and conducts evaluations on assigned subordinates.
- Coordinates with volunteer station chief to accomplish various tasks.
- Investigates accidents, complaints and injuries and submits appropriate documentation.
- Communicates and coordinates with volunteer members and volunteer officers.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to an Associate's Degree is required. A Bachelor's Degree in related field is preferred. Must have a minimum of two (2) years experience as a Lieutenant within the City of Winchester Fire and Rescue Department. EXCELL Academy as offered by the City of Winchester.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates in addition to the previous level of the career development program: Fire Officer Level II, and NFA Leadership II and III. Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

Note Personnel certified at the EMT-I or EMT-P level are eligible for ALS incentive pay if all requirements listed in the Professional Development Program are met.

Language Skills: Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of emergency medical services, rescue, fire prevention, suppression and hazardous materials mitigation. Thorough knowledge of departmental rules and regulations. Thorough knowledge of local geography, safety hazard, fire fighting and rescue resources. Thorough knowledge of use and maintenance of fire fighting and emergency medical service equipment and apparatus. General knowledge of supervisory principles and practices through the City Management Program. Ability to effectively supervise others during emergencies and non-emergency situations.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non- tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting.

Vision Requirements: Minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

Environmental Conditions: Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:

A handwritten signature in black ink, appearing to read "Dale Iman", is written over a solid horizontal line.

Dale Iman, City Manager

July 1, 2012