

# City of Newport Beach Fire Battalion Chief Promotional Candidate Orientation

# Fire Battalion Chief Requirements

<b>Experience</b>	Five years fire suppression, including at least four years of administrative and supervisory experience at the rank of Fire Captain with the Newport Beach Fire Department.
<b>Training</b>	Equivalent to completion of an Associate's degree in fire science, management, business administration, or related field. A Bachelor's degree in public administration, business administration, fire administration, or related field is highly desirable.
<b>License &amp; Certificates</b>	<ul style="list-style-type: none"><li>• Possession of a valid Class "C" Driver's License;</li><li>• Current EMT-1 or EMT-P certification per California Administrative Code; and</li><li>• Current American Heart Association or American Red Cross Certification in Cardiopulmonary Resuscitation.</li><li>• Possession of, or completion of all require classes necessary to obtain, a C.F.S.T.E.S. Chief Officer Certification.</li></ul>

# Exam Elements

Department Evaluation	30%	No minimum score
Dynamic Simulator	25%	Minimum score of 70% required
HR Role Play	25%	Minimum score of 70% required
Oral Interview	20%	Minimum score of 70% required

- ▶ Candidates will complete the Dynamic Simulator, HR Role Play, and Oral Interview all on the same day.

# Department Evaluation

**Dates:** Wednesday, August 26<sup>th</sup>

**Location:** Human Resources

**Format:** Conducted in accordance with Fire Department Promotional Appraisal – Fire Operations. Evaluations will be focused on the most recent five-year time period.

# Dynamic Simulator

**Dates:** Tuesday, September 29<sup>th</sup>

**Location:** Central Net, Huntington Beach

**Format:** One (1) Scenario with questions afterwards.

**Rating Factors:** Job-related factors will be used by a panel of outside raters to score candidates.

\*Candidates must pass with an overall score of 70% or better in order to be placed on the eligibility list.

# HR Role Play

**Dates:** Tuesday, September 29<sup>th</sup>

**Location:** Central Net, Huntington Beach

**Format:** Preparation time plus active Role Play followed by questions from the panel.

**Rating Factors:** Job-related factors will be used by a panel of outside raters to score candidates.

\*Candidates must pass with an overall score of 70% or better in order to be placed on the eligibility list.

# Oral Interview

**Dates:** Tuesday, September 29<sup>th</sup>

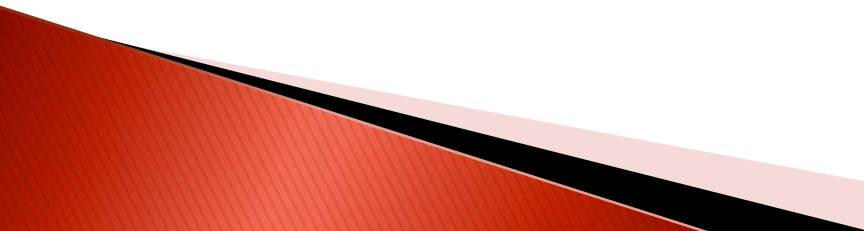
**Location:** Central Net, Huntington Beach

**Format:** Structured oral interview panel. Be prepared to present an oral resume no more than 5 minutes; bring 4 hard copies of resume for the panel (no folders).

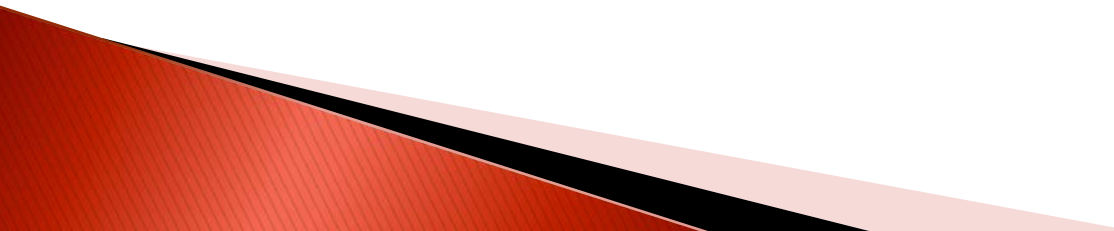
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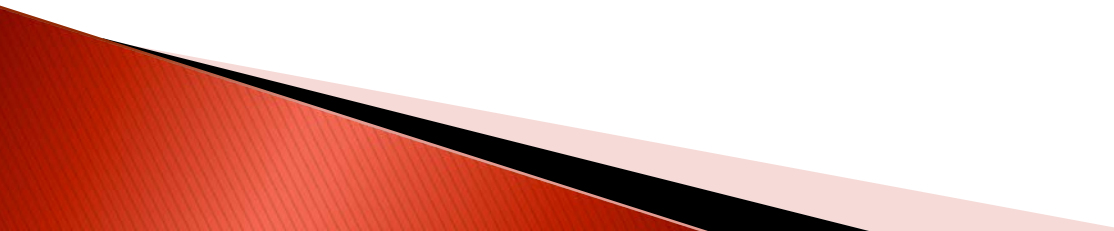
# Preparing for the exam

- ▶ Plan to arrive a few minutes early.
  - ▶ Read resource materials and instructions carefully.
  - ▶ Verbalize your actions and don't make-up facts unless expressly permitted in the candidate instructions.
  - ▶ Instructions and questions are not designed to trick you.
  - ▶ Your responses should be as if you are already in the rank of Battalion Chief.
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# Test Results

- ▶ Test results will be made available one week after the conclusion of the exam.
  - ▶ Candidates will be notified by email of their status/ranking on the eligibility list.
  - ▶ The Fire Chief will make the final hiring decision according to Civil Service Rules.
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# Test Review

- ▶ Candidates may request a test review within seven days after the eligibility list is established.
  - ▶ Send requests via email to Sarah Rodriguez, Senior HR Analyst.
  - ▶ Reviews will be conducted with Human Resources and the Fire Department Training Chief or designee and scheduled as soon as practical.
  - ▶ Candidates will be provided with a score sheet during their test review.
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# Good Luck!

If you have any questions regarding the recruitment process please contact Sarah Rodriguez, Senior HR Analyst at 949-644-3301 or [srodriguez@newportbeachca.gov](mailto:srodriguez@newportbeachca.gov)