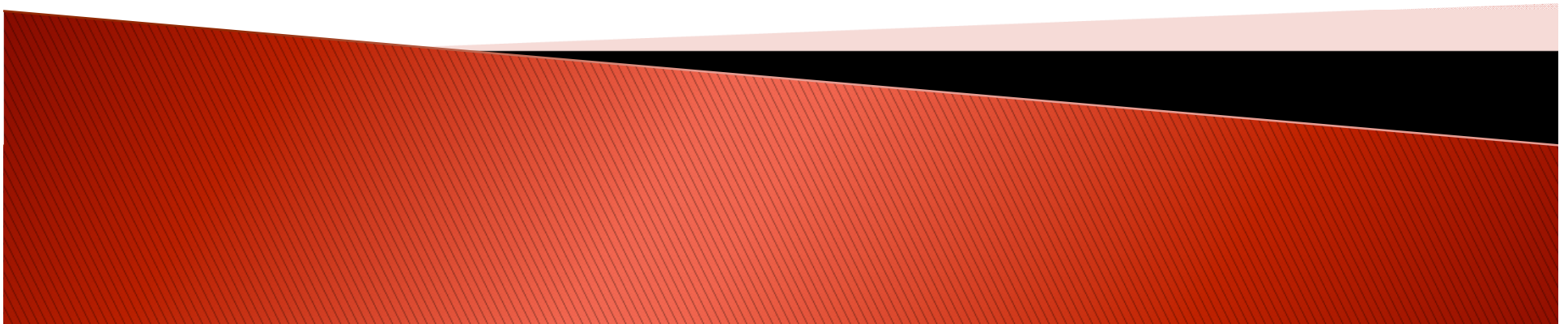


City of Newport Beach Lifeguard Captain Promotional

Candidate Orientation
2016



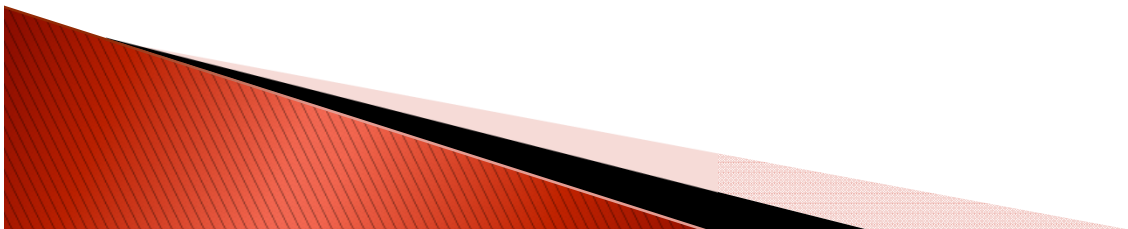
Lifeguard Captain Requirements

Experience	Current employment as a Lifeguard Officer with the Newport Beach Fire Department or 3,000 hours as a seasonal Lifeguard with the City of Newport Beach, including a minimum of 1,400 hours as a Lifeguard II or III with the City of Newport Beach.
Training	Equivalent to graduation from High School. Completion of coursework leading to an Associate's degree in business administration, public administration, or a relate field is desirable.
License & Certificates	<ul style="list-style-type: none">• Completion of the following California State Fire Marshall approved coursework is required at time of appointment: ICS 200, ICS 300, and Fire Management 1;• California State Fire Marshall approved coursework must be obtained within one year of appointment: Fire Instructor 1A or Training Instructor 1A, Fire Instructor 1B or Training Instructor 1B, P.O.S.T. PC 832 (Firearms optional);• Current EMT-1 certification per California Administrative Code;• Current PADI Open Water Diver, NAUI Scuba Diver Certification or equivalent;• Possession of an American Heart Association Instructor Certification in Cardiopulmonary Resuscitation or ability to be department trained within one year of appointment; and• Possession of an appropriate, valid California Class "C" driver's license.

Exam Elements

Emergency Response Simulator*	30%	The top 8 candidates scoring a minimum of 70% or above on this test component will continue in the testing process.
Department Evaluation	20%	No minimum score
Written/Presentation	25%	Minimum score of 70% required
Oral Interview	25%	Minimum score of 70% required

*Candidates will complete the Emergency Response Simulator on either October 4 or 5.



Emergency Response Simulator

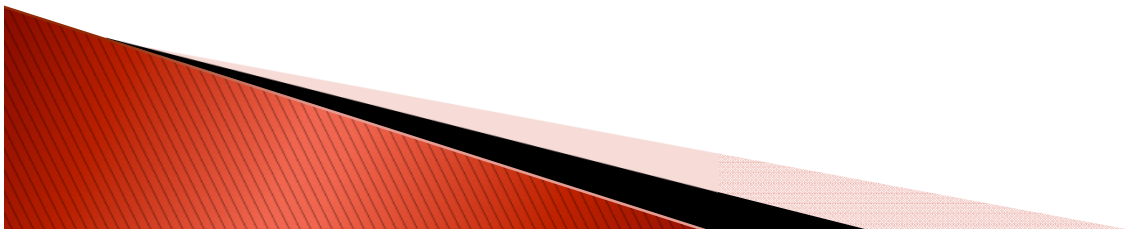
Date: October 4 & 5, 2016

Location: City Hall

Format: Three (3) short scenarios with questions afterwards.

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

*The top 8 candidates scoring a minimum of 70% or above on this test component will continue in the testing process.



Written/Presentation

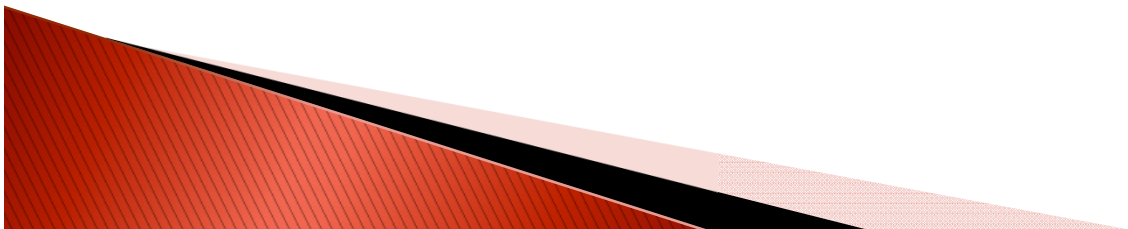
Date: October 18, 2016

Location: City Hall

Format: Take home assignment and a presentation.

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 eligibility list.



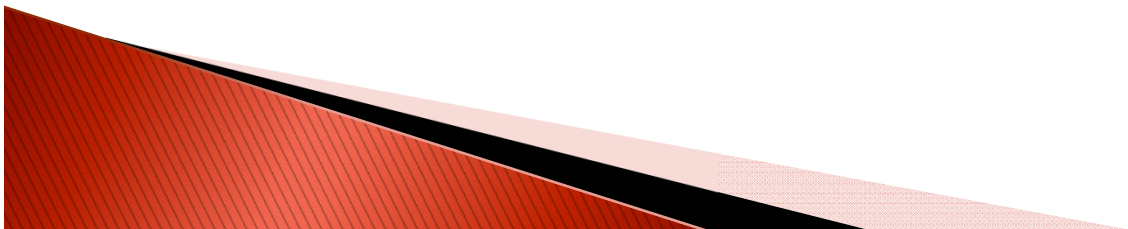
Oral Interview

Date: October 18, 2016

Location: City Hall

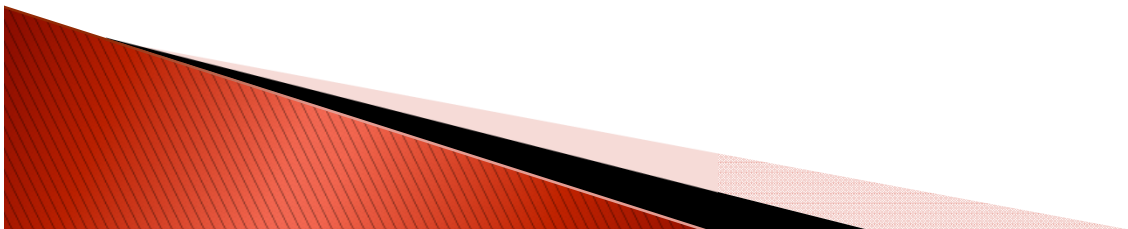
Format: Structured oral interview panel of outside raters will score candidates on job related factors. **Be prepared to present an oral resume no more than 5 minutes; bring 4 hard copies of resume for the panel (no folders).**

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



Oral Interview Tips

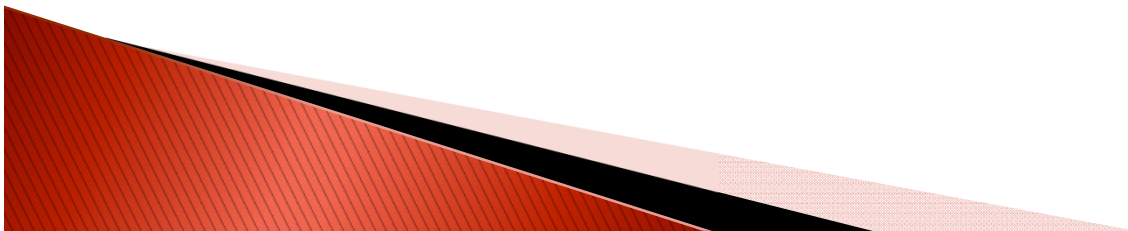
- ▶ Review the job description and 7B200
- ▶ Move-up hours
- ▶ Training/classes beyond what is required for this position
- ▶ Special awards or recognition
- ▶ Projects/committees/work groups
- ▶ Volunteer events



Department Evaluation

*Conducted in accordance with Fire Department
S.O.P. 7.B.200 Departmental Evaluation*


- ▶ Interpersonal Skills
- ▶ Work Ethic
- ▶ Experience and Accomplishments
- ▶ Knowledge, Skills and Abilities



Department Evaluation Rating Scale

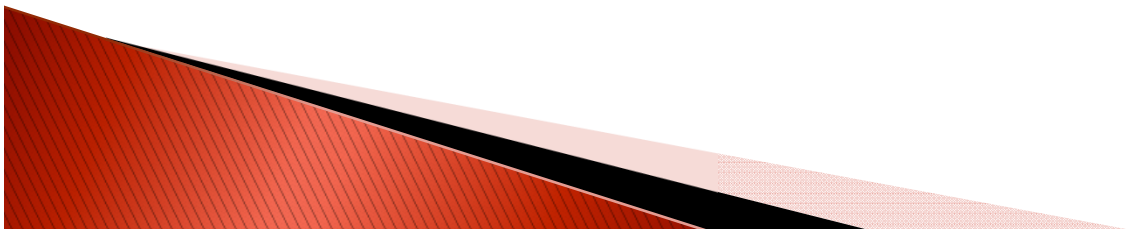
- ▶ Evaluations will be focused on the most recent five-year time period.
- ▶ The total score recorded by each Rater will be combined and then averaged.
- ▶ No minimum score is required on this element.

<u>Rating Scale</u>	
Outstanding	90 - 100
Highly Recommended	80 - 89
Recommended	70 - 79
Not Recommended	69 & Below



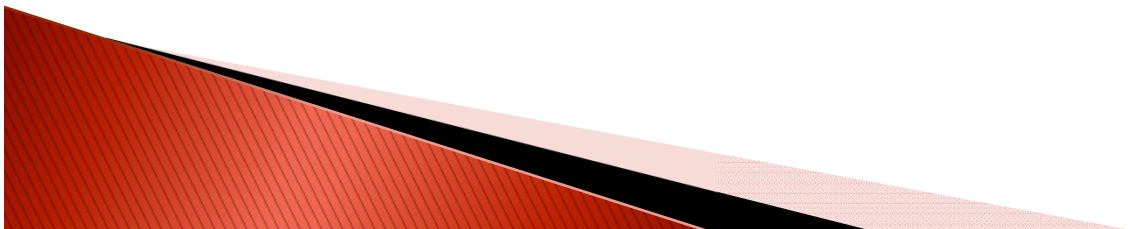
Preparing for the Exam

- ▶ Plan to arrive a few minutes early.
- ▶ Read resource materials and instructions carefully.
- ▶ Verbalize all your actions and don't make-up facts unless expressly permitted in the candidate instructions.
- ▶ Your responses should be as if you are already a **Lifeguard Captain**.
- ▶ Speak clearly and definitively (refrain from probably, maybe, hopefully, etc.)
- ▶ Specify resources requested (i.e. Fire Captain, Lifeguard Captain, Boat Captain)



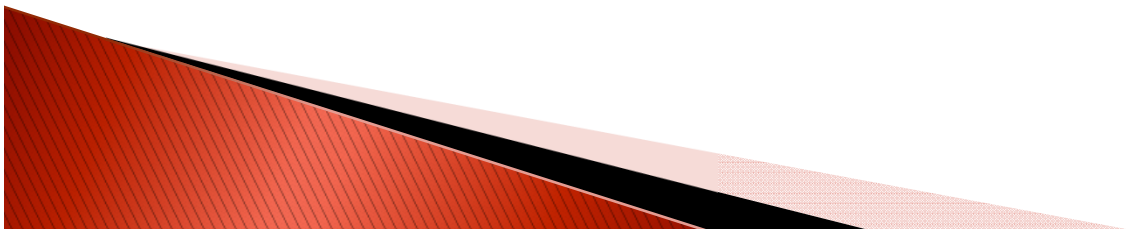
Test Results

- ▶ The Fire Chief will make the final hiring decision according to Civil Service Rules.
- ▶ Test results will tentatively be made available the week of October 24, 2016.
- ▶ Candidates will be notified by email of their status/ranking on the eligibility list.



Test Review

- ▶ Candidates may request a test review within seven (7) days after the eligibility list is established.
- ▶ Send requests via email to Sarah Rodriguez, Senior Human Resources Analyst.
- ▶ Reviews will be conducted with Human Resources and the Assistant Chief, Marine Operations, or designee and scheduled as soon as practical.
- ▶ Candidates will be provided with a score sheet during their test review.



GOOD LUCK!

