

# City of Newport Beach Lifeguard Battalion Chief Promotional

Candidate Orientation  
2019

# Exam Elements

Department Evaluation	30%	No minimum score
Emergency Response Simulation	20%	Minimum score of 70% required
Written Exercise/Presentation	25%	Minimum score of 70% required
Oral Interview	25%	Minimum score of 70% required

- ▶ Candidates will complete the Emergency Response Simulation, Written Exercise/Presentation and Oral Interview all on one scheduled day.

# Department Evaluation

Date: March 28, 2019

Location: Human Resources

Format: Conducted in accordance with Fire Department S.O.P. 7.B.200.

Rating Factors: Evaluations will be focused on the most recent five-year time period. 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 or below

# Emergency Response Simulation

Dates: April 3 or April 4

Location: Human Resources

Format: Multiple scenarios with questions afterwards.

Rating Factors: Will rate the candidate's organizational thought process and ability to safely manage emergency operations; knowledge and use of tactics, strategy and local, county and state procedures.

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

# Written Exercise/Presentation

Dates: April 3 or April 4

Location: Human Resources

Format: Candidates will be emailed instructions for the writing assignment and presentation tentatively on March 20, 2019. Assignment is due to HR by 12:00 p.m. on March 27, 2019.

Rating Factors: Will be evaluated for Analysis/Problem Solving, Written Communication Skills, Understanding of the Issues, and Content.

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



# Oral Interview

Dates: April 3 or 4


Location: Human Resources

Format: Structured oral interview panel of outside raters will score candidates on job related factors.


Rating Factors: Will measure the candidate's ability to orally communicate ideas and solutions to complex issues.

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


# 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 a Lifeguard Battalion Chief.
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# Test Results

- ▶ Test results will be made available tentatively one week after the conclusion of the exam.
  - ▶ Candidates will be notified by email of their status/ranking on the eligibility list.
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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, Human Resources Analyst  
[srodriguez@newportbeachca.gov](mailto:srodriguez@newportbeachca.gov)
  - ▶ Reviews will be conducted with Human Resources and the 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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The Fire Chief will make the final hiring decision according to Civil Service Rules.

Good Luck!

