

# City of Newport Beach Lifeguard Captain Promotional

Candidate Orientation  
2019

# Lifeguard Captain Requirements

<b>Experience</b>	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.
<b>Education</b>	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.
<b>License &amp; Certificates</b>	<ul style="list-style-type: none"><li>• California State Fire Training (CSFT) courses: ICS 200, ICS 300, and Fire Management 1;</li><li>• Possession of, or the ability to obtain within one year of appointment: CSFT Instructor I and Instructor II (certifications in Training Instructor 1A and 1B or Fire Instructor 1A and 1B may substituted for the Instructor I and II series) and California P.O.S.T. PC 832 (Firearms optional);</li><li>• Current EMT-1 certification per California Administrative Code;</li><li>• Current PADI Open Water Diver, NAUI Scuba Diver Certification or equivalent;</li><li>• Possession of an American Heart Association Instructor Certification in Cardiopulmonary Resuscitation or ability to be department trained within one year of appointment; and</li><li>• Possession of an appropriate, valid California Class "C" driver's license.</li></ul>

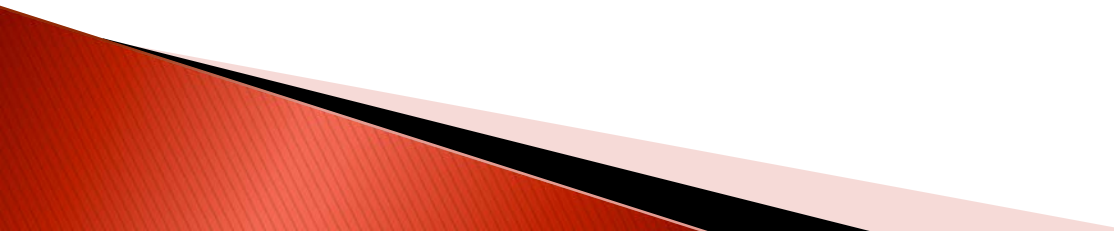
# Exam Elements

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

\*Candidates will complete the Emergency Response Simulator, Written/Presentation, and Oral Interview on either September 18 or 19.

# 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
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# 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

# Emergency Response Simulator

**Date:** September 18 or 19, 2019

**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.

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

# Written/Presentation

**Date:** September 18 or 19, 2019

**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

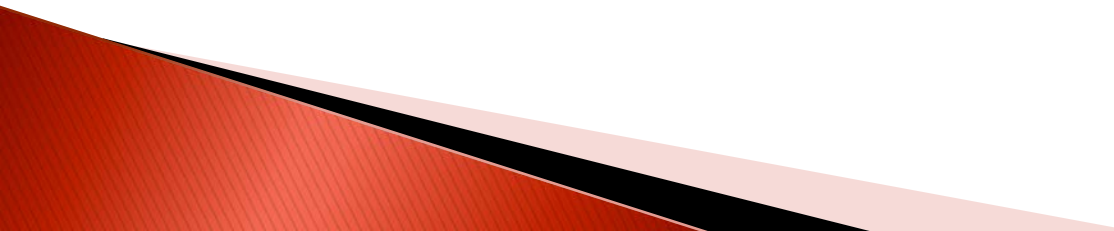
**Date:** September 18 or 19, 2019

**Location:** City Hall

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

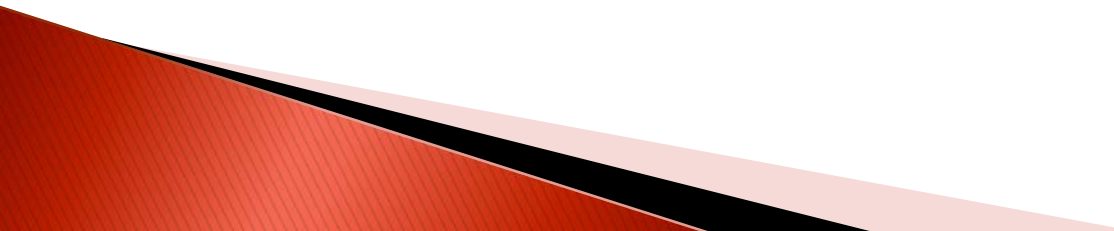
# Oral Interview Tips

- ▶ 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
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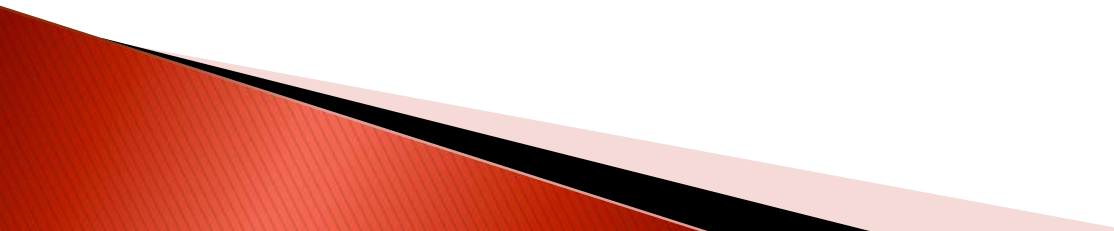
# Preparing for the Exam

- ▶ 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 September 23, 2019.
  - ▶ 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 (7) days after the eligibility list is established.
  - ▶ Send requests via email to Sarah Rodriguez, Human Resources Analyst.
  - ▶ Reviews will be conducted with Human Resources and the Chief Lifeguard 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!**