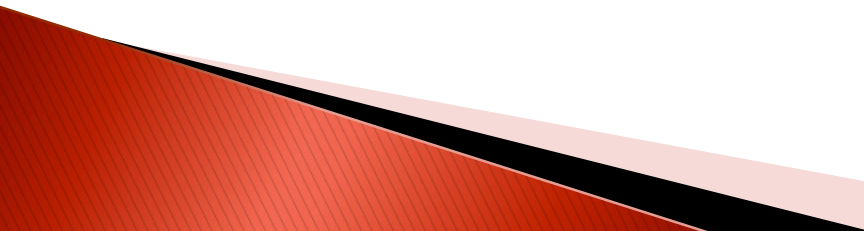


City of Newport Beach Fire Battalion Chief Promotional

Candidate Orientation
2020

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.
 - ▶ Speak clearly and definitively (refrain from probably, maybe, hopefully, etc.)
 - ▶ Your responses should be as if you are already in the rank of Battalion Chief.
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Reference Materials

- ▶ Incident Command Systems (ICS) / Model Procedures Guide for Incidents Involving Structural Fire Fighting, High Rise, Multi-Casualty, Highway, and Managing Large-Scale Incidents Using NIMS-ICS, Book 1. National Incident Management System (2008).
- ▶ Firefighters Handbook on Wildland Firefighting. Teie, W., Deer Valley Press 3rd Edition (2005).
- ▶ Firescope California: Fire Service Field Operations Guide, ICS 420-1. Incident Command System Publication (December 2017).
- ▶ Metro Net procedure manual located on SafetyNet.
- ▶ City of Newport Beach Employee Policy Manual.
 - o Section 11.12 Worker's Compensation Benefits and Industrial Accident Leave and related forms and procedures;
 - o Appendix A: Unlawful Discrimination and Harassment Policy;
 - o Appendix B: Drug and Alcohol Policy; and
 - o Appendix C: Communications Equipment and Systems Policy.
- ▶ OC Fire Services Annex located on SafetyNet.
- ▶ NBFDF SOPs/Policies, Rules & Regulations.
- ▶ Newport Beach Fire Department ICS Field Worksheet.
- ▶ Incident Response Pocket Guide (January 2018).

Exam Elements

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

- ▶ Candidates will complete the Dynamic Simulator, Written/Presentation, and Oral Interview all on the same day.

Department Evaluation

Date: June 25, 2020

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

Date: July 8, 2020

Location: City Hall–EOC

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.

Written/Presentation

Date: July 8, 2020

Location: City Hall

Format: Candidates will be emailed instructions for the writing assignment and presentation tentatively on June 24, 2020. Assignment is due to HR by 12:00 p.m. on July 1, 2020.

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

Date: July 8, 2020

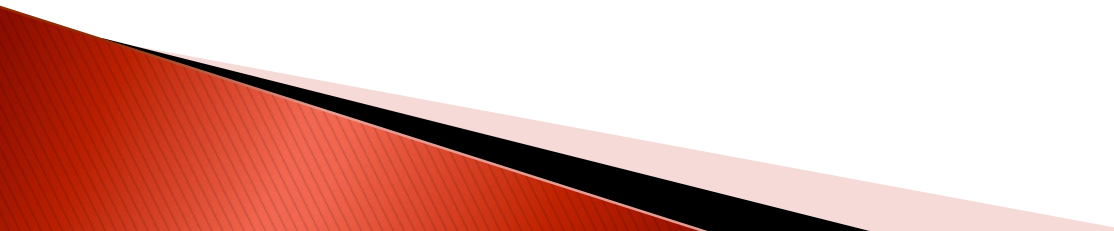
Location: City Hall

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

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.

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.
 - ▶ 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 (7) days after the eligibility list is established.
 - ▶ Send requests via email to Sarah Rodriguez, 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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