



# City of Newport Beach Lifeguard Captain Promotional

CANDIDATE ORIENTATION

2021

# 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>	Possession of an associate's degree from an accredited college or university or 60 units towards the completion of a bachelor's degree is required.
<b>License &amp; Certificates</b>	<ul style="list-style-type: none"><li>• California State Fire Training (CSFT) or FEMA ICS 200, CSFT ICS 300, and Fire Management 1;</li><li>• California State Fire Training (CSFT) Courses: Company Officer 2A and 2B (Fire Management 1 may substitute for Company Officer 2A);</li><li>• Current EMT-1 certification per California Administrative Code;</li><li>• Current PADI, NAUI, or equivalent Basic Open Water Scuba Diver Certification;</li><li>• Possession of, or the ability to obtain within one year of appointment, American Heart Association Instructor Certification in Cardiopulmonary Resuscitation;</li><li>• Possession of, or the ability to obtain within one year of appointment, certification in the following: CSFT Instructor I and Instructor II (certifications in Training Instructor 1A and 1B or Fire Instructor 1A and 1B may be substituted for the Instructor I and II series);</li><li>• Possession of, or the ability to obtain within one year of appointment, California P.O.S.T. PC 832 (Firearms optional); and</li><li>• Due to the performance of some field duties, which require the operation of a personal car or City vehicle, a valid and appropriate California driver's license and acceptable driving record are required.</li></ul>

# Exam Elements

## SELECTION COMPONENTS

Exam Elements	Weight	Tentative Date
<b>Department Evaluation</b>	<b>20%</b>	<b>November 3, 2021</b>
Shall be conducted in accordance with <a href="#">Fire Department S.O.P. 7.B.200- Promotional Departmental Evaluations</a> .		
<b>Written Exercise/Presentation</b>	<b>25%</b>	<b>November 2 - 8, 2021</b>
Will be evaluated for analysis/problem solving, written communication skills, understanding of the issues, and content. Candidates must score 70% or better to attain list eligibility. Candidates will be emailed instructions for the writing exercise and presentation tentatively on November 2 and the assignment would be due to HR by 12 p.m. (noon) on November 8.		
<b>Emergency Response Simulation</b>	<b>25%</b>	<b>November 16 or 17, 2021</b>
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 score 70% or better to attain list eligibility.		
<b>Oral Interview</b>	<b>30%</b>	<b>November 16 or 17, 2021</b>
Will measure the candidate's ability to orally communicate ideas and solutions to complex issues. Candidates must score 70% or better to attain list eligibility.		


# Department 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.



Rating Scale	Range
Outstanding	90 – 100
Highly Recommended	80 – 89
Recommended	70 – 79
Not Recommended	69 & Below

# Written Exercise/Presentation

**Format:** Take home assignment and a presentation.

**Date Written Assignment Emailed to Candidates:**  
November 2, 2021

**Date Written Assignment Due to HR:** No later than  
November 8, 2021 at 12 p.m. (noon)

**Date of Presentation:** November 16 or 17, 2021

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

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

# Emergency Response Simulator

**Date:** November 16 or 17, 2021

**Format:** Short scenarios

**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:** November 16 or 17, 2021

**Format:** Job-related factors will be used by a panel of 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 Tips



- ▶ Review the job description and 7.B.200
- ▶ Training/classes beyond what is required for this position
- ▶ Special awards or recognition
- ▶ Projects/committees/work groups
- ▶ Volunteer events

# Preparing for the Exam

- ▶ 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 (e.g., 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 November 22, 2021.
- ▶ Candidates will be notified by email of their status/ranking on the eligibility list.

# Test Review

- ▶ Candidates may request a test review within seven days after the eligibility list is established.
- ▶ Send requests via email by responding to the test results email.
- ▶ 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.

**GOOD LUCK!**