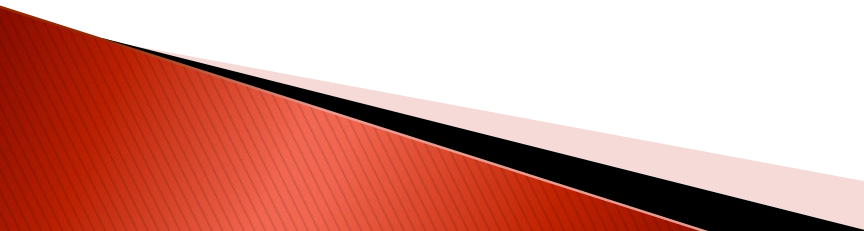


City of Newport Beach Fire Captain Promotional

Candidate Orientation
2022

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 **Fire Captain**.
 - ▶ Speak clearly and definitively (refrain from probably, maybe, hopefully, etc.)
 - ▶ Specify resources requested (i.e. Fire Captain, Fire BC, etc.)
- 

Reference Materials

- ▶ [Firescope California: Fire Service Field Operations Guide, ICS 420-1](#)
 - Incident Command System Publication 2017

- ▶ [City of Newport Beach Employee Policy Manual](#)
 - Section 11.12 Workers Compensation Benefits and Industrial Accident Leave and related forms and procedures; Section 12 Disciplinary Actions; Section 13 Disciplinary Procedures; Appendix A: Discrimination and Harassment Prevention Policy; and Appendix B: Drug and Alcohol Policy

- ▶ [Metro Net Procedure Manual](#)

- ▶ [OC Fire Services Annex](#)

- ▶ [NBFD SOP's / Policies, Rules & Regulations, Standards of Conduct](#)

- ▶ [NBFA MOU](#)

- ▶ [Emergency Response Guidebook \(2020\)](#)

- ▶ [Newport Beach Company Officer Guidebook](#)

- ▶ [Fire Department Company Officer 3rd Edition](#)

- ▶ [Incident Response Pocket Guide \(January 2018\)](#)

- ▶ [NIMS Consortium: ICS Model Procedures Guide. Book 1](#)
Fire Protection Publications (2007)

Exam Elements – First Phase

Written/Presentation	20%	Minimum score of 70% required to move to next phase
Short Simulator	20%	Minimum score of 70% required to move to next phase

Candidates scoring 70% or above on both testing elements will have their scores averaged. The top 12 candidates from the averaged scores will be invited to participate in the next phase of testing.

Written/Presentation

Format: Candidates will be emailed instructions for the writing assignment and presentation prior to the test day.

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 continue on to the next phase in the testing process.

Short Simulators

Format: Short Simulators with questions afterward.

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 continue on to the next phase in the testing process.

Exam Elements– Second Phase

Department Evaluation	20%	No minimum score
Dynamic Simulator	20%	Minimum score of 70% required
Oral Interview	20%	Minimum score of 70% required

- ▶ Candidates continuing in this phase will complete the Dynamic Simulator and Oral Interview on one of the two days scheduled.

Department Evaluation

- ▶ 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.
- ▶ Promotional Appraisal – Fire Operations – Supplemental Evaluation Form will be used for the evaluation.

<u>Rating Scale</u>	
Outstanding	90, 95, or 100
Highly Recommended	80 or 85
Recommended	70 or 75
Not Recommended	60

Dynamic Simulator

Format: One (1) long 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 eligibility list. Candidates will be invited to one day only, not both.

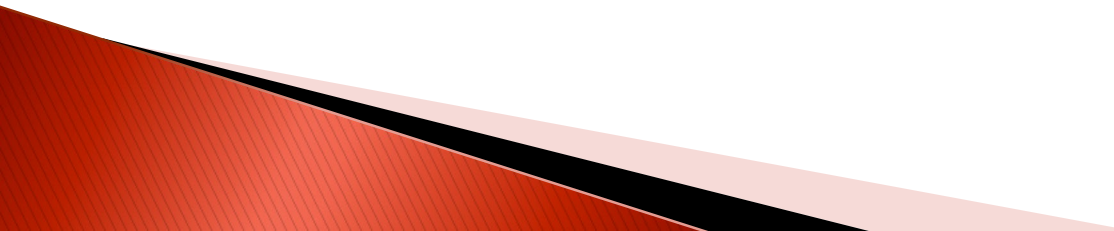
Oral Interview

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 (you will have a timer to reference).*

*Candidates must pass with an overall score of 70% or better in order to be placed on the eligibility list. Candidates will be invited to one day only, not both.

Oral Interview Tips

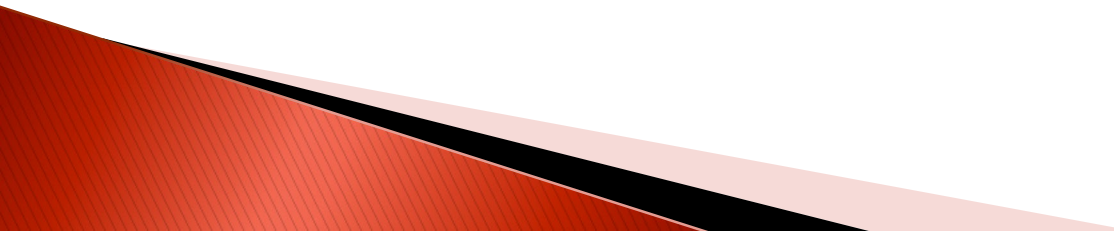
Demonstrate your qualifications with examples of the following:

- ▶ Move-up hours
 - ▶ Training/classes beyond what is required for this position
 - ▶ Special awards or recognition
 - ▶ Projects/committees/work groups
 - ▶ Volunteer events
- 

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.

Test Review

- ▶ Candidates may request a test review within seven (7) days after eligibility list is established.
 - ▶ Send requests via email to recruitment@newportbeachca.gov
 - ▶ 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 summary score sheet during their test review.
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Good Luck!

