



City of Newport Beach Lifeguard Officer PT Promotional

CANDIDATE ORIENTATION

2022

Lifeguard Captain Requirements

Experience	2,000 hours as a Seasonal Lifeguard with the City of Newport Beach, with a minimum of 400 hours (of the 2000) as Lifeguard II or III with the City of Newport Beach.
Education	Equivalent to high school diploma. College level coursework in in business administration, public administration, or related field is desirable.
License & Certificates	<ul style="list-style-type: none">• Current EMT-1 certification per California Administrative Code, at time of application.• PADI Open Water Diver, NAUI Scuba Diver Certification or equivalent, at time of application.• Possession of, or ability to obtain within one year of appointment, Instructor Certification for CPR and First Aid with the American Heart Association equivalent certifying agency.• P.O.S.T. PC 832 Laws of Arrest desirable.• Minimum 18 years of age.• 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.

Exam Elements



SELECTION COMPONENTS		
Exam Elements	Weight	Tentative Date
Department Evaluation	20%	May 10, 2022
Shall be conducted in accordance with Fire Department S.O.P. 7.B.200- Promotional Departmental Evaluations .		
Presentation	25%	May 25 or 26, 2022
Candidates must score 70% or better to attain list eligibility. Candidates will be emailed instructions for the presentation tentatively on May 9.		
Emergency Response Simulation	25%	May 25 or 26, 2022
Candidates must score 70% or better to attain list eligibility.		
Oral Interview	30%	May 25 or 26, 2022
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

Presentation

Tentative Date Assignment Emailed to Candidates:

May 9, 2022

Date of Presentation: May 25 or 26, 2022

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: May 25 or 26, 2022

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: May 25 or 26, 2022

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.

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 Officer**.
- ▶ 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 May 30, 2022.
- ▶ 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!