



City of Newport Beach Fire Battalion Chief Promotional Recruitment

Candidate Orientation

2024

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 (e.g., refrain from “probably”, “maybe”, “hopefully”, etc.).
- ▶ Your responses should be as if you are already in the rank of Battalion Chief.

Reference Materials

- Incident Command Systems Model Procedures Guide for Incidents Involving Structural Fire Fighting, High Rise, Multi-Casualty, Highway, and Managing Large-Scale Incidents Using NIMS-ICS (Book 1), First Edition (2007)
- Firefighter's Handbook on Wildland Firefighting Strategy, Tactics and Safety, Fourth Edition (2018)
- Firescope California: Field Operations Guide, ICS 420-1. Incident Command System Publication (2022)
- Metro Cities Fire Authority Procedure Manual
- City of Newport Beach Employee Policy Manual
 - Section 11.12 Worker's Compensation Benefits and Industrial Accident Leave;
 - Section 12 Disciplinary Actions;
 - Appendix A: Discrimination and Harassment Policy;
 - Appendix B: Drug and Alcohol Policy; and
 - Appendix C: Communications Equipment and Systems Policy
- OC Fire Services Annex (Vector Solutions)
- Newport Beach Fire Department SOPs/Policies, Rules & Regulations
- Newport Beach Fire Department ICS Field Worksheet
- National Wildfire Coordinating Group Incident Response Pocket Guide (January 2022)

Exam Elements

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

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

Department Evaluation

Date: February 15, 2024

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: February 21, 2024

Location: City Hall-EOC

Format: One 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.

Presentation

Date: February 21, 2024

Location: City Hall

Format: Candidates will be assigned a presentation topic, given preparation time, and then present to a panel. Their presentation will be followed by questions from the raters.

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: February 21, 2024

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 phone and email of their status/ranking on the eligibility list.
- ▶ The Fire Chief will make the final hiring decision according to Civil Service Rules.

Test Review

- ▶ Candidates may request a test review within seven days after the eligibility list is established. Send requests via email to Maritza Leon-Mis, Human Resources 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 confidential score sheet during their test review.