

CITY OF AUSTIN
FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION

NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF

CAPTAIN - COMMUNICATIONS

DATE: December 13, 2018

TIME: 9:00 AM

PLACE: Public Safety Training Academy
4800 Shaw Lane
Building J
Austin, TX 78744

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with the Agreement between the City of Austin and the Austin-Travis County EMS Employees Association and with Civil Service law and rules, and shall be open to each Clinical Specialist-Communications (formerly Medic II – Communications) who has continuously held this classification for at least two (2) years immediately before the date of the written examination, and who has four (4) years of service in the Department.

In addition, it is the responsibility of candidates seeking education points to ensure that the Human Resource Section of the Department has the necessary supporting documentation for education points. The documentation must be received by the HR Section no later than 5:00 PM, December 4, 2018. No education points will be counted unless proper documentation is timely received.

ELECTRONIC REGISTRATION FOR WRITTEN EXAMINATION: As required by Civil service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will signup for examinations electronically at <http://signup.com/go/EvmosRL>.

Registration must be made no later than 9:00 AM, December 6, 2018. Exam registration and Letter of Intent sign up instructions can be found at: <http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/ems/promotional-exam-exam-review-sign-up-instructions>.

Once you register, you will receive a confirmation email which will serve as your Letter of Intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted into the examination.**

CONTENT OF EXAMINATION: Examination questions will be taken only from those source materials identified below. No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified below.

1. Austin/Travis County Emergency Medical Services Department Policies & Procedures

Policies

Code of Conduct – 200-207
Human Resources – 303-315
Operations- 500 and 501
Training – 600-606

Procedures

OP – 01 Communications – OP 01.01 – 01.11
OP – 02 Responses and Transport – OP 02.01-02.05, 02.07-02.08, 02.10-02.13
OP – 06 General – OP 06.11- 06.13

Available online:

http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250

20% of the examination questions will come from this source.

2. EMD – Q Performance Standards: IAED Case Review Performance Standards, 10th Edition, 2017

Candidates are responsible for Sections 1 – 11.

Available Online:

http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250

25% of the examination questions will come from this source.

3. Principles of Emergency Medical Dispatch, 6th Edition

ISBN: 0-9658890-2-5 Author: Jeff J. Clawson, MD; Kate Boyd Dernocoeur; Cynthia Murry

Candidates are responsible for Chapters 1 – 5 and Chapters 10 – 12.

25% of the examination questions will come from this source.

4. Coaching for Improved Work Performance, Revised Edition

ISBN-10: 007135293-7 Author: Ferdinand F. Fournies
Publisher: McGraw-Hill

Candidates are responsible for Chapters 8-11.

20% of the examination questions will come from this source.

5. Regional Radio System: Austin, Travis County, Texas Interoperability Plan, as adopted on October 20, 2008, Version 16

Available online:

http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250

Candidates are responsible for all sections of source material including charts, graphs, and tables.
10% of the examination questions will come from this source.

ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering examination questions.