

**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**

**UPDATED
COMMANDER - FIELD**

DATE: February 12, 2019

TIME: 9:00 AM

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

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with the Civil Service law and rules, and shall be open to each Captain - Field who has continuously held this classification for at least two (2) years immediately before the date of the written examination.

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 now signup for examinations electronically at <http://signup.com/go/zhwAnQb>. Registration must be made no later than **9:00 AM, February 5, 2019**. Exam registration and Letter of Intent signing 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. Emergency Medical Services Department Policies and Procedures

Policies

Chapter 1 Organization and Administration: 100, 103, 104 ONLY

Chapter 2 Code of Conduct

Chapter 3 Human Resources: 308, 309, 310, 312 ONLY

Chapter 4 Safety EXCEPT 404, Safety Program Manual, and Accident Prevention Plan

Chapter 6 Training EXCEPT 605

Available online:

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

10 % of the examination questions will come from this source.

Administrative Procedures

OC-01.01 Complaint Management

OC-01.02 Event Reporting

PI-01.01 Clinical Performance Improvement

TE-01.01 Continuing Medical Education

TE-01.02 Continuing Education and Ongoing Training Assignments

TE-01.03 Incident Command System Training Compliance

TE-01.05 Re-Integration

TE-01.06- Field Training Officer Program

HR-01.01 Personnel Management

HR-01.07 Administrative Investigation Procedure

HR-01.08.00 Drug and Alcohol Procedure

HR-01.09 Limited Duty, Extended Limited Duty, Return to Work and Pregnancy

Operational Procedures

OP-02 Responses and Transport: OP 02.01 – 02.16

OP-03 Stations: OP 03.01 – 03.06

OP-04 Vehicles: OP 04.01 - 04.08

OP-05 Equipment and Supplies: OP 05.01 – 05.08

OP-06 General: OP 06.01 – 06.14

OP-07 Performance Standards: 07.01 and 07.02

OP-09 Safety: 09.02 – 09.03, 09.07 – 09.10, 09.14 – 09.16,

Available online:

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

10 % of the examination questions will come from this source.

2. **Unusually Excellent: The Necessary Nine Skills Required for the Practice of Great Leadership**
ISBN-978-0-470-92843-1 Authors: John Hamm
Publisher: Jossey-Bass: an Imprint of WILEY
Candidates are responsible for Chapters 1-3.
20% of the examination questions will come from this source.
3. **Leading with Kindness, How Good People Consistently Get Superior Results**
ISBN-13: 978-0-8144-0156-9 Authors: William F. Baker; Ph.D., Michael O'Malley, Ph.D.
ISBN-10: 0-8144-0156-2
Publisher: AMACOM, a division of American Management Association
Candidates are responsible for Chapters 1 & Chapter 6.
20% of the examination questions will come from this source.
4. **Do The Right Thing: How Dedicated Employees Create Loyal Customers and Large Profits**
ISBN-13: 978-0132763578 Author: James F. Parker
Publisher: FT Press; 1 edition (December 9, 2007)
Candidates are responsible for Chapters 14-17, Chapter 25, 29, 33.
20% of the examination questions will come from this source.
5. **Coaching for Improved Work Performance, Revised Edition**
ISBN: 0-07-135293-7 Author: Ferdinand F. Fournies
Publisher: McGraw-Hill
Candidates are responsible for Chapters 1-6 & Chapter 10.
10% of the examination questions will come from this source.
6. **Lincoln on Leadership: Executive Strategies for Tough Times**
ISBN-13: 978-0446394598 Author: Donald T. Phillips
Publisher: Warner Books, Inc.
Candidates are responsible for Chapter 1, 4, 5, & 6, including tables of principles at the end of each of those chapters.
10% of the examination questions will come from this source.

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