CITY OF AUSTIN

**FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION**

REVISED
NOTICE OF SOURCE MATERIALS LIST
FOR THE RANK OF

BATTALION CHIEF

DATE: August 13, 2019

TIME: 9:00 AM

PLACE: Civil Service Office
5202 E. Ben White Blvd. #500
Austin, Texas 78741

ELIGIBILITY REQUIREMENT: This written promotional examination shall be held in accordance with the Civil Service law and rules, and shall be open to any firefighter who at any time has continuously held for at least two (2) years a position in the Fire Captain classification for which the examination is held.

ELECTRONIC REGISTRATION FOR WRITTEN EXAM: 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 https://signup.com/go/GYrvYQB. **Registration must be made no later than 9:00 AM, August 6, 2019.** Exam registration and Letter of Intent sign up instructions can be found at: http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/afd/sign-up-instructions-exams-and-exam-reviews.

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 EXAM: 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. **AFD Policies and Procedures** (Table of Contents as of 3-22-2019)
   - Candidates are responsible for sections A-I
   30% of the exam questions will come from this source

2. **AFD Training Manuals**
   - High-Rise Operations (effective date: 2-12-2019)
   - Mid-Rise Operations (effective date: 2-12-2019)
   - Commercial Structure Fires (effective date: 10-4-2017)
   5% of the exam questions will come from this source

3. **Situational Awareness for Emergency Response**
   ISBN-13: 9781593703073   Richard B. Gasaway   Fire Engineering/Pennwell
   - Candidates are responsible for chapters 1-19
   20% of the exam questions will come from this source

4. **Fire Department Incident Safety Officer, 3rd Edition**
   ISBN-13: 9781284041958   David W. Dodson   Jones & Bartlett Learning
   - Candidates are responsible for chapters 1-17, <u>EXCLUDING</u>:
     i. Safety Tip, Awareness Tip, Getting the Job Done, You are the Incident Safety Officer, Fire Marks, Wrap-ups, Incident Safety Officer in Action
   20% of the exam questions will come from this source

5. **It's Your Ship**
   ISBN-13: 9781455523023   Captain D. Michael Abrashoff   Business Plus
   - Candidates are responsible for chapters 1-13
   20% of the exam questions will come from this source

6. **Collective Bargaining Agreement** (effective October 1, 2017)
   - Candidates are responsible for all articles
   5% of the examination will come from this source

PASSING SCORE FOR WRITTEN EXAMINATION: In accordance with the Collective Bargaining Agreement, Article 16, Section 4.B.2., the Promotional Process Consultant will determine whether or not to have a passing cut off score as a condition of proceeding to the Assessment Center portion of the promotional process.

The Promotional Process Consultant determined a cut score is not a requirement as a condition of proceeding to the Assessment Center process; therefore, all candidates that have taken the written examination will proceed to the Assessment Center process.

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