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

DIVISION CHIEF

DATE: May 13, 2020

TIME: 9:00 AM

PLACE: Learning and Research Center
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 Battalion Chief 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/pkHXqdy. **Registration must be made no later than 9:00 AM, May 6, 2020.** Exam registration 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. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered through the electronic process will be admitted into the examination.**

Posted: February 11, 2020

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. **The Fire Chief's Handbook, 7th Edition**
   ISBN-13: 978-1-59370-262-5 Richard A. Marinucci
   - Candidates are responsible for: Chapters 1-30

   50% of the examination questions will come from this source

2. **Managing Fire and Emergency Service, ICMA Press**
   ISBN 978-087326-763-2 Adam K. Thiel and Charles R. Jennings
   - Candidates are responsible for all Chapters 1-16

   30% of the examination questions will come from this source

3. **Primal Leadership: Unleashing the Power of Emotional Intelligence**
   ISBN-13-978-1-63369-290-9 Daniel Goleman, Richard Boyatzis and Annie McKee
   - Candidates are responsible for all chapters 1-11 and appendixes A and B

   15% of the examination questions will come from this source

4. **Collective Bargaining Agreement Between City of Austin and Austin Firefighters Association Local 975** (Effective October 1, 2017)
   - Candidates are responsible for Articles 2-32

   5% of the examination questions 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.

ASSESSMENT CENTER

DATE: June 6, 2020

TIME: Per date and time slot assignment

PLACE: Learning & Research Center
5202 E. Ben White Blvd., #500
Austin, Texas 78741

CONTENT OF THE ASSESSMENT CENTER: Assessment Center exercises will be designed to achieve a reasonably objective correlation to actual job requirements, skills, knowledge and aptitude. The Assessment will consist of a number of exercises, to be determined.

PROMOTIONAL PROCESS RESULTS: A candidate's total score from the promotional procedure shall be based on the composite of scores combining the final Written Examination and the Assessment Center scores, as determined by the Promotional Process Consultant. The total credit for all combined exam components will be 100% for the candidate's total score and will be allocated as part of the test design, subject to the requirements of Article 16, Section 4.A.3. The Promotional Process Consultant has determined the final promotional eligibility list will be created using the scores for the written exam and the assessment center scores, and seniority points:

(WE*50%) + (AC*50%) + Seniority Points

FINAL PROMOTIONAL ELIGIBILITY LIST: Candidates who successfully complete both components of the promotional process will be placed on an eligibility list in rank composite score order. A final composite score list will be issued by the Promotional Process Consultant for each component completed within the promotional process. The Director of Civil Service shall produce the eligibility list from which vacant positions shall be filled in rank order. The eligibility list shall rank all candidates based on the candidate's composite scores from the Written Examination and the Assessment Center, together with any seniority points.

The exam is valid for two years from the date of the written exam. Pending appeals/disputes have no bearing on the effective date of the list.