

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
BATTALION CHIEF

DATE: May 25, 2021

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/cCjuNjf>.

Registration must be made no later than 9:00 AM, May 18, 2021. Exam registration and Letter of Intent sign up instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office/Fire>.

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. Austin Fire Department Policy and Procedures (Per Table of Contents on 1-25-2021)

- Candidates are responsible for sections A-I

25% of the exam questions will come from this source

2. Austin Fire Department Training Manuals

- Candidates are responsible for Training Manuals titled:
 - “Commercial Structure Fires” (effective date 10-04-2017)
 - “High-Rise Operations” (effective date 02-12-2019)
 - “Mid-Rise Operations” (effective date 02-12-2019)

5% of the exam questions will come from this source

3. Collective Bargaining Agreement between City of Austin and Austin Firefighters Association Local 975 (effective October 1, 2017)

- All Articles

5% of the exam questions will come from this source

4. Austin Fire Department 2019 Annual Report

- All Content

5% of the exam questions will come from this source

5. Team of Teams – New Rules of Engagement for a Complex World

ISBN-13: 978-1591847489

Author: General Stanley McChrystal

- Candidates are responsible for Chapters 1-12, including the Recaps

25% of the exam questions will come from this source

6. Managing Fire and Emergency Services

ISBN-13: 978-0873267632

Edited by: Adam K. Thiel & Charles R. Jennings

- Candidates are responsible for Chapters 1-16 (**excluding** the text in green shaded boxes)

35% of the exam 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.