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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: March 17, 2022

TIME: 2:00 PM

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

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with the Civil Service law and rules, and shall be open to each Commander who has continuously held this classification for at least two (2) years immediately before the date of the written examination, and who has six (6) years service in the Department.

In addition, it is the responsibility of candidates seeking education points to ensure that the Human Resource division of the Department has the necessary supporting documentation for education points. The documentation must be received by the HR Division no later than 5:00 PM, March 10, 2022. 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 now signup for examinations electronically at <https://signup.com/go/bxOUyBg>.
Registration must be made no later than 2:00 PM, March 10, 2022. Exam registration instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office>.

Once you register, you will receive a confirmation email from the registration website, 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 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 (available at <https://powerdms.com/home>).

- **Policies**

1. Chapter 1 Organization and Administration: 100, 102, 103, 104
2. Chapter 2 Code of Conduct
3. Chapter 3 Human Resources: 309, 310, 311, 312
4. Chapter 4 Safety EXCEPT 404, Safety Program Manual, and Accident Prevention Plan
5. Chapter 6 Training EXCEPT 605
6. Chapter 7 Health and Wellness: 700, 703, and 704
7. Appendix A Flow Chart-208 General Workplace Standard

- **Procedures**

- Administrative Procedures

- a) HR-01.07 Administrative Investigation Procedure
- b) HR-01.08 Drug and Alcohol Procedure
- c) HR-01.09 Limited Duty, Extended Limited Duty, Return to Work and Pregnancy
- d) HW-01.01 EMS Annual Medical and Fitness Assessments
- e) OC-01.04 Customer Service
- f) PI-01.01 Clinical Performance Improvement
- g) TE-01.01 Continuing Medical Education
- h) TE-01.02 Continuing Education and Ongoing Training Assignments
- i) TE-01.03 Incident Command System Training Compliance
- j) TE-01.05 Re-Integration

- Operational Procedures

- a) OC-01.05 – Executive Staff Notification
- b) OP-02 Responses and Transport: OP 02.01 – 02.16
- c) OP-03 Stations: OP 03.01 – 03.06
- d) OP-04 Vehicles: OP 04.01 - 04.08
- e) OP-05 Equipment and Supplies: OP 05.01 – 05.08
- f) OP-06 General: OP 06.01 – 06.14, OP 06.16 – 06.17
- g) OP-09 Safety: OP 09.02-09.03, 09.05, 09.07-09.11, 09.14-09.15
- h) OP-10.02 Digital Radio and Mobile Data Computer Use

- Plans

- a) Austin-Travis County Emergency Medical Services Mass Casualty Incident Plan; July 2017 (pages 1-20, 25, 26, 28-36)
- b) OP-06.18 Operational Readiness Plan

50% of the examination questions will come from this source.

2. The Leadership Secrets of Colin Powell

ISBN-13: 9780071418614

Author: Oren Harari

Publisher: McGraw-Hill Professional Publishing

Candidates are responsible for all chapters, principles at end of each chapter, and appendix, Sources/Notes section and Index excluded

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

3. Ethics 101: What Every Leader Needs to Know (101 series)

ISBN-13: 9780446578097

Author: John C. Maxwell

Publisher: Center Street; 1st Center Street Ed edition (May 11, 2005)

Candidates not responsible for Notes section

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

4. Smart Choices: A Practical Guide to Making Better Life Decisions

Paperback – March 5, 2002 (Note Hardcover August 25, 2015 version is paged differently and not necessarily the same text)

ISBN-13: 978-0767908863

Author: John S. Hammond, Ralph L. Keeney, and

Publisher: Crown Business;

Howard Raiffa

unknown edition (March 5, 2002)

Candidates are responsible for Introduction, Chapters 1, 2, 3, 4, and 5 to page 69. Stop before “Compare Alternatives with a Consequence Table”.

15% of the examination questions will come from this source

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