



CHARLOTTE FIRE DEPARTMENT

500 DALTON AVE CHARLOTTE NC 28206

To: All Uniform Members

From: Kevin S. Gordon
Deputy Chief

Date: December 19, 2016

Subject: **Promotional Process Announcement for Fire Captain**

I. Notice of Competitive Process

Applications will be accepted from **January 16, 2017 - January 27, 2017** for the purpose of establishing an eligible pool of candidates for promotion to the rank of Fire Captain.

II. Eligibility to Compete

Candidates must meet the promotional requirements as defined by Charlotte Fire Department General Order 206.01. Candidates must satisfy these requirements by the deadline, **Saturday, January 28, 2017.**

Captain:

1. Completion of 5 years of service with the Department;
2. At least 1 year as a Firefighter II;
3. Completion of OCS I;
4. Completion of ICS 300;
5. NC EMT certification
6. Completion of the Company Officer Development Class;
7. A minimum of an Associate's (two-year) degree in Fire Science, OR any Bachelor's (four-year) degree, as approved by the Chief of Training;
8. A valid driver's license and acceptable driving record;
9. Received at least an "ACHIEVED" rating on all Performance Appraisals (PRDs) during the last two years preceding the eligibility date;
10. No "Performance Probation" during the last **two years**;
11. Members promoted to the rank of Fire Captain shall complete a community service project, approved by their Battalion Chief, within one year of promotion.

III. Method of Application

Candidates must submit a promotional application in order to compete in the promotional process.

- Beginning **January 16, 2017**, candidates may access the application on-line at the Fire Department Intranet site <http://cfdweb>. From the CFD Intranet homepage, select *Applications* ► *HR applications* ► *Promotional Application*.
- The application period will open on **January 16, 2017 at 8:00 a.m.** and will close on **January 27, 2017 at 5:00 p.m.**
- Upon electronic submission of the application, an automated email confirmation will be sent to your **Fire Department** email address.
- **No late applications will be accepted.**

Please note:

At any time during the process you may be required to submit verification of your valid driver's license, a copy of your college diploma or transcripts indicating completion of degree requirements, and/or other documents as necessary.

IV. Process Components

The promotional process is a competitive process based on merit principles. All promotional process activities will be conducted while **off duty**. The process consists of the following components:

- A. **Written Test**
- B. **Assessment Center**
 1. Operations Exercise
 2. Oral Exercise
- C. **Relevant Factor Points**-added to overall total score

V. Written Examination**A. Date, Location and Time:**

- **Wednesday, February 15, Thursday, February 16 and Friday, February 17, 2017**
- Training Academy
- Candidates must arrive in Class B uniform prior to **9:00 a.m.** to take the test. Test will start promptly at 9:00 a.m.

B. Test Administration

- Candidates should arrive 15 minutes prior to the test time in order to check in. An employee i.d. card is required.
- Exam candidates will not be permitted to bring cell phones and other electronic or manual aid devices into the building on test day and cannot use these devices for any reason during the administration of the test.
- Only the test materials (booklet, answer sheet, scrap paper, and pencils) will be permitted on top of the table; all other materials should be stored elsewhere before reporting for the test.

C. Time Allotment

The exam will take approximately three and one-half (3 ½) hours, including the introduction, instructions, and the written examination.

D. Orientation Manual

A "Candidate Study Guide" is available on the test vendor's website:

<http://www.mccanntesting.com/resource-center/> by clicking on the link for Fire Promotion Study Guide

NOTE: This guide is intended to familiarize candidates with the test question formats and the instructions for taking the test. It does not contain actual test questions, and it is not specific to the Charlotte Fire Department test content.

In addition, the test vendor has made two full length practice exams available for purchase via their website:

<http://www.vantageonlinestore.com/home.php?cat=298>

These practice exams are a tool to help candidates become more familiar with the type and format of test questions. The practice exams contain 100 questions that are not used on the actual promotional exams and are not indicative of the Charlotte Fire Department's test subject matter.

E. Scoring

Candidate's identities will be concealed during scoring by the test vendor. The Fire Department Employee ID Number will be used on the examination answer sheets and will be matched to names after the exam is scored. Fire Department Human Resources will inform candidates by Fire Department email of their test scores and whether those scores meet or exceed the cut-off scores recommended by the test vendors.

F. Candidate Test Item Challenges

Upon completion of the exam, on test day, each candidate will have the opportunity to submit any test items for review. The test vendor will review these items for accuracy and relevance.

VI. Description of Assessment Exercises

All candidates who meet or exceed the vendor recommended cut-off score on the written test will be invited to participate in an assessment center. The assessment center consists of two components:

A. Operations Management Exercise

Candidates will be given a set of written instructions and a period of time to prepare for the presentation of an action plan to mitigate an incident. Candidates must make a presentation to a panel of two external assessors and one internal assessor with an internal facilitator.

B. Oral Exercise

Candidates will be given a set of interview questions and a set period of time for preparation. Candidates will then present to a panel of two external assessors and one internal assessor with an internal facilitator.

Each section of the assessment exercises will have a cut-off score. All

candidates must meet or exceed the cut-off score on all sections in order to move forward in the Promotional Process. All candidates will be informed via Fire Department email of their assessment scores and whether their scores met or exceeded the recommended cut-off.

The Assessment Center is scheduled for the week of **April 24-28, 2017** at the Training Academy. All candidates who are eligible to participate in the Assessment Center will receive additional information with their written test results.

VII. Promotional Process Scoring Information

- A. Written Test** **50%**
- B. Assessment Center** **50%**
 - 1. Operations Exercise** 25%
 - 2. Oral Exercise** 25%
- C. Relevant Factor Points**, as defined below, are added to the combined total of the assessment center and written exam scores:

Education: One (1) point for a BS/BA degree in a non- Fire Science discipline OR Two (2) points for a BS/BA degree in a Fire Science related discipline.

Seniority: One half (½) point for each full year of service (maximum of 5 points) as of January 30, 2017.

Fire Engineer: Two (2) points will be added for each candidate who is a Firefighter Engineer with at least one year of service as of January 30, 2017.

VIII. Promotional Decisions

Relevant factor points will be added to the final scores of those candidates who meet or exceed the recommended cut-off score for each section (written exam and assessment exercises). Successful candidates will be placed in an eligibility pool for selection by the Fire Chief.

The Fire Chief has the authority to appoint any eligible candidate. The Civil Service Board must then certify candidates selected for promotion. In making promotions, the Fire Chief retains the authority to consider a candidate's level of productivity, ability to work with others, training, experience, disciplinary actions and any other relevant factors.

The 2017-2018 Fire Captain's Promotional Eligibility Pool will remain in effect from July 1, 2017 through June 30, 2018, or until the pool is exhausted, whichever comes first.

All newly promoted Captains must complete a drug screen and background check and will serve a one-year probationary period, during which time they will be required to complete an approved community service project. To remain eligible, candidates must maintain at least an achieved performance rating and not be subject to any major disciplinary action.

IX. General Information

If you have questions regarding this process or this announcement, contact Kristi Kjeldsen, HR Manager, in Fire Administration at 704-336-2051.

PLEASE NOTE:

- *This process is evaluated annually and is subject to change.*

Reference List
Rank: Fire Captain
Charlotte, North Carolina

All books listed were in print and available from the publishers unless otherwise noted. The ISBN number is located next to the title in parentheses. Publishers' addresses are given at the end of the list of books. Many books on the list may also be purchased from www.Amazon.com or Edcon Press.

TECHNICAL FIRE KNOWLEDGE TEXTS

A. NFPA Training Manuals

1. Fundamentals of Fire Fighter Skills (1284059650)
Jones & Bartlett Learning, 3rd edition, NFPA, 2014
2. Fire Officer: Principles and Practice (1449601626)
Jones & Bartlett Learning, 2nd edition, NFPA, 2010
3. Fire Service Pump Operator: Principles and Practice (0763739081)
Jones & Bartlett Learning, 1st edition, NFPA, 2011

B. Other Technical Manuals

1. Fire Officer's Handbook of Tactics (978-1-59370-279-3)
Norman, John, 4th edition, 2012, Fire Engineering, PennWell Books
2. Charlotte Fire Department Operations Manual (Located on CFDnet)
3. Mecklenburg County EMS Protocols Manual

SUPERVISION, MANAGEMENT, AND ADMINISTRATIVE TEXTS

C. Supervision and Management

1. Effective Supervisory Practices (0-87326-774-8)
5th edition, 2013, ICMA

Reference List
Rank: Fire Captain
Charlotte, North Carolina

PUBLISHERS' ADDRESSES

Edcon Press (www.edconpress.com)

Educational Consultants Institute
363 Monroe Ave.
Kenilworth, N.J. 07033
(908) 272-7763

Fire Engineering, PennWell Books (<http://www.pennwellbooks.com/fire-rescue/>)

1421 South Sheridan
Tulsa, OK 74112
(800) 752-9764

International City Management Association (ICMA)

(<http://bookstore.icma.org/>)

777 N. Capitol Street, N.E.
Suite 500
Washington, DC 20002-4201
(800) 745-8780

Jones and Bartlett Publishers (www.jbpub.com)

5 Wall Street
Burlington, MA 01803
(800) 832-0034, Extension 8197 or (978) 443-5000

National Fire Protection Association (NFPA) (www.nfpa.org)

1 Batterymarch Park
Quincy, MA 02169-7471
(800) 344-3555 or (617) 770-3000