

NOTICE OF PROMOTIONAL EXAMINATION
FULL-TIME CAPTAIN

April 27, 2017

The South Elgin & Countryside FPD Board of Fire Commissioners announces that a competitive test will be conducted to establish an eligibility list for the position of full-time Captain. The eligibility list will be in effect for a period of three years from the date of posting the final eligibility list or until the list is exhausted of all names.

The following educational requirements must be satisfied by the date of the written examination:

- ❖ Fire Officer II or provisional or its Equivalent
- ❖ State Certified Fire Apparatus Engineer
- ❖ State Certified Firefighter III or Equivalent
- ❖ State Certified Technical Rescue Awareness
- ❖ State Certified Hazmat Operations
- ❖ Classes must be possessed at the time of the written exam
- ❖ Lieutenant with the South Elgin Fire District

The Promotional examination process will be conducted pursuant to the South Elgin & Countryside FPD Board of Fire Commissioners Rules and Regulations. The process will consist of the following components:

The testing components and weighted scores for this entire process shall be as follows:

<u>Component</u>	<u>Weight</u>
Administrative Evaluation	20%
Assessment Center	40%
Department Seniority	5%
Written Examination	35%

The commission shall not place any candidate on its final promotional register unless the candidate earns at least 70 points on his or her final aggregate promotional score (not including the seniority points).

Administrative Evaluation:

An oral interview and situational review will be conducted between the Fire Chief and each of the candidates. Evaluations from other department officers *may* be factored into the administrative evaluation component. The administrative components and point values will be as follows:

Education: Maximum point value of 5 points.

Associates Degree: 2 points

Bachelor's Degree: 3 points

Master's Degree: 5 points

Candidates will be awarded their highest level of education points. College degree points will not be combined.

Scenario Based Assessment: Maximum point value of 5 points will be allowed.

Overall Performance and Evaluation of Candidate: Maximum point value of 5 points will be allowed.

Assessment Center:

An assessment center conducted and evaluated by representatives of an independent testing company. These representatives must be made up of state certified assessors. Components of the Assessment center may include, but shall not be limited to, the following: In-basket exercise, tactical simulation, and personnel matter.

Department Seniority:

Department seniority points will be awarded as follows: five percent of the weighted seniority value for each full year of full-time service with the South Elgin & Countryside FPD after meeting the minimum number of years required for eligibility for the lieutenant exam will be awarded (up to a maximum of 20 years) multiplied by the component weight factor. Seniority shall be determined as of the date of the written examination.

Written Examination:

The written examination for this position will consist of approximately 100 multiple-choice questions from the below listed sources:

1. **Step Up And Lead** – Frank Viscuso
2. **Fire Officer's HANDBOOK of Tactics** – John Norman, Third Edition
3. **Fire Officer Principles and Practice** – Michael Ward, Third Edition
4. **South Elgin & Countryside Fire Protection District Board of Trustees Policy Manual** – Adopted September 2005. Amended December 2014. Policy listed on computer System Common Drive. Reference : Chapter 1
5. **Labor Agreement Between South Elgin & Countryside Fire Protection District and the South Elgin Professional Firefighter's Local 4833** – Effective June 1, 2017. (Concentration in Articles 6, 8, 9, 10,14, 17, 18, 20 and 21)

These books need to be studied / read in their entirety. Copies of the above manuals will be available at both stations at least 90 days before the written exam. The books must be kept at the station and available for anyone to review / study.

Application Process:

Interested qualified candidates must complete and return the “Application for Officer Position Personal Data Questionnaire” by 3 pm on May 23,2017. Application forms will be available from the Fire Chief or designate during 8:30am to 3pm starting May 3, 2017at Station 21.

The Administrative interview, Assessment Center and Written Exam will be at accomplished at date to be determined.

Authority:

The above requirements and testing authorization is made by the authority of Fire Commission President Patrick Covey.