

<p>Standard Operating Procedure</p> <p>PROMOTIONAL TESTING PROCEDURES</p>	<p>PEORIA FIRE-MEDICAL DEPARTMENT</p> <p>Administration</p> <p>100.08</p> <p>Rev. 11/14/2019 Page 1 of 7</p>
---	--

PURPOSE

The purpose of this procedure is to define the application, testing, and selection process for non-exempt promotional opportunities. This is done to ensure the use of impartial, practical, and job related selection criteria during the administration of promotional tests.

POLICY

The Fire Department will have in place a clearly defined promotional process for the positions of Engineer and Captain.

Recruitment: The Fire Administration Division will post a recruitment notice at least 4-weeks prior to the first phase of the test in order to afford the maximum amount of available preparation time. Whenever possible every attempt will be made to give more than a four-week notice.

The recruitment notice will contain at least the following information:

- Position classification
- Minimum qualifications and requirements
- Test bibliography
- Application procedure
- Application deadline

Eligibility: The qualifications for participation in the testing process are defined in the job description for each individual position. It is required that the WOOC book for the position is completed before testing. Unless stated otherwise in the recruitment notice, all qualifying requirements must be met and properly documented prior to the application deadline. It will be the responsibility of the applicant to provide any necessary documentation proving their qualifications for the desired position. The Training Division will certify the eligibility of each applicant prior to commencement of the testing process.

In order to maintain the integrity of the testing process, each candidate will be required to read and sign a statement of confidentiality. Failure to sign or obey this confidentiality statement will revoke the eligibility of the candidate to continue and complete the testing process.

<p>Standard Operating Procedure</p> <p>PROMOTIONAL TESTING PROCEDURES</p>	<p>PEORIA FIRE-MEDICAL DEPARTMENT</p> <p>Administration</p> <p>100.08</p> <p>Rev. 11/14/2019 Page 2 of 7</p>
---	--

Pretest Conference: The Fire Administration Division will facilitate a pretest conference with all eligible applicants, not less than two weeks prior to commencement of the testing process. The purpose of this conference is to review the testing process and answer questions. Attendance at the conference by the applicants is strictly voluntary.

General Testing Criteria: The testing process will be comprised of several weighted sections, based on the predicted job responsibilities. Each section may have individual qualifying criteria, such as:

- Any individual section may have a minimum passing score (i.e. candidates must score above 70% on all sections of the written test to pass).
- An individual section may also contain *Critical Criteria*. This will usually be key safety or operational duties that, if not correctly performed, would likely result in injury or failure of that operation. An example would be failure to secure a water supply during pumping operations.
- Candidates may be foretold that critical or qualifying criteria exist in certain sections. However, depending on the specific criteria, they may NOT be foretold the exact evaluation measure. Additionally, critical criteria will be identified in the training and/or bibliography documentation.
- Candidates who do not meet critical or qualifying criteria will be removed from the remaining testing process.

The Fire Administration Division shall be responsible for administration of the promotional testing process in compliance with this procedure. Guidelines specific for each position are outlined below.

Candidate Feedback: As each section is completed, candidates provide a written appraisal of the testing process for that segment. This information will be directed to the Training Division for use in improving the testing process only, and comments will not become part of the evaluation process.

Eligibility List: Upon completion of the entire testing process, successful candidates will be placed on an eligibility list, in order by their overall score. Candidates will remain on

<p>Standard Operating Procedure</p> <p>PROMOTIONAL TESTING PROCEDURES</p>	<p>PEORIA FIRE-MEDICAL DEPARTMENT</p> <p>Administration</p> <p>100.08</p> <p>Rev. 11/14/2019 Page 3 of 7</p>
---	--

this list until the list expires.

The eligibility list for all non-exempt positions shall be active for one year from the date of completion. The list may be extended up to one additional year, at the discretion of the Fire Chief. When an eligibility list has three or less names remaining, the Fire Chief may elect to retire the list.

Post-Test Review: Within 10-days of completion of the testing process and prior to the finalization of the eligibility list, candidates may request a performance review in writing to the Training Division. The Training Division will schedule an individual meeting with each requesting candidate.

The purpose of this review is to obtain feedback into their individual performance during the testing process and to help identify specific areas needing individual improvement.

The following information will be provided to the candidates during their review:

- *Written Test:* Each written test will be broken into logical segments (i.e. Tactical SOPs, Hydraulics, City PARs, etc.). Candidates will be shown how they scored comparatively in each section. They will *not* be allowed to review the actual test, questions, or answers.
- *Practical Evaluations:* Candidates will be shown how they scored comparatively in each sub-section of practical skills evaluations, as well as any pertinent evaluator comments. They will *not* be shown their actual scores in each area or the evaluators' individual comments.
- *Tactical, Supervisory, and Technical Skills Evaluations:* Candidates will be shown general comments and feedback from the evaluators regarding their specific performance. They will *not* be shown their individual grading or the evaluators' specific comments.
- *Oral Boards:* Candidates will be shown general comments from the evaluators regarding their specific performance. They will *not* be shown their individual grading or the evaluators' specific comments.

<p>Standard Operating Procedure</p> <p>PROMOTIONAL TESTING PROCEDURES</p>	<p>PEORIA FIRE-MEDICAL DEPARTMENT</p> <p>Administration</p> <p>100.08</p> <p>Rev. 11/14/2019 Page 4 of 7</p>
---	--

Captains Test:

Core Bibliography: The core bibliography for the Captains test will consist of the following resources:

- City of Peoria Personnel Administrative Regulations; in its entirety
- Peoria Fire-Medical Department Standard Operating Procedures; in its entirety
- Peoria Fire-Medical Department most recent WOOC (working out of class) Captains book
- MCT manual
- MOU for the PFFA (memorandum of understanding)

Additional bibliography resources may be utilized in the testing process, and will be listed in the recruitment notice.

Test Components: The Captains testing process will consist of three weighted sections. The actual order of the testing process sections may vary according to the testing logistics and facility availability. These sections are outlined below.

- Written Exam: A comprehensive knowledge written exam based on the published bibliography. Candidates must achieve a passing score of 70% or greater to advance to the next section of the testing process.
 - Evaluators: (none)
- Tactical/Practical Skills Evaluation: This section evaluates the candidate's emergency incident tactical and strategic abilities. Potential areas of evaluation include written and/or oral questioning, simulation, verbal communication skills, etc. Candidates must achieve a passing score of 70% or greater to advance to the next section of the testing process.
 - Evaluators: Each sub-section will have at least two (2) Peoria Fire-Medical Department Chiefs to supervise the testing process and will be accompanied by at least two (2) Peoria Fire-Medical Department Captains.
- Oral Board: This is a standard oral question and answer session. Potential areas of evaluation include verbal communication skills, leadership philosophy, past performance, understanding and commitment to department philosophy, etc.

Standard Operating Procedure PROMOTIONAL TESTING PROCEDURES	PEORIA FIRE-MEDICAL DEPARTMENT Administration 100.08 Rev. 11/14/2019 Page 5 of 7
--	--

- Evaluators: (up to 2) Peoria Fire-Medical Department Chief Officers (up to 2) Captains selected by Labor
- This section will not have a fail percent attached to it.

Scoring: Upon successful completion of all sections of the testing process, each candidate will receive a combined score. The eligibility list will be comprised of these combined final scores. Applying the following weighted percentages to each test section will derive the combined final score:

Written Exam:	20%
Tactical/Practical Skills Evaluation:	60%
Oral Board:	20%
TOTAL POSSIBLE SCORE:	100%

<p>Standard Operating Procedure</p> <p>PROMOTIONAL TESTING PROCEDURES</p>	<p>PEORIA FIRE-MEDICAL DEPARTMENT</p> <p>Administration</p> <p>100.08</p> <p>Rev. 11/14/2019 Page 6 of 7</p>
---	--

Engineers Test:

Core Bibliography: The core bibliography for the Engineers test will consist of the following resources:

- Peoria Fire-Medical Department’s most recent Engineer WOOC Book
- Peoria Fire-Medical Engineer Reference Book
- Peoria Fire-Medical Department Standard Operating Procedures (volume 2) in its entirety
- Peoria Fire-Medical Department mapping software

Additional, bibliography resources may be utilized in the testing process, and will be listed in the recruitment notice.

Test Components: The Engineers testing process will consist of two weighted sections. The actual order of the testing process sections may vary according to the testing logistics and facility availability. These sections are outlined below.

- Written Exam: A two part comprehensive knowledge written exam based on the published bibliography and hydraulics will be used. Candidates must achieve a passing score of 70% or greater, in each section, to advance to the next section of the testing process.
 - Evaluators: (none)
- Practical Skills Evaluation: This section evaluates the applied skills of each candidate. Typical evaluation areas include the following areas:
 - Driving Skills (Obstacle course, over the road/evasion, problem solving)
 - Apparatus Operations (“Life-like” scenarios with Code 3 driving skills)
 - Vehicle and Equipment Checking / Maintenance Procedures (Truck Check with vehicle reports)

Evaluators: At least one Peoria Fire-Medical Department Chief Officer and each sub-section will have at least one (1) Peoria Fire-Medical Department Captain to supervise the testing process & one (1) Peoria Fire-Medical Department Engineer.

Evaluation may be through written and oral questioning, skills demonstration, and

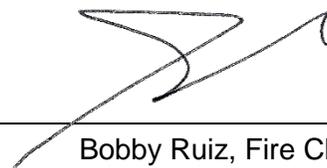
Standard Operating Procedure	PEORIA FIRE-MEDICAL DEPARTMENT
PROMOTIONAL TESTING PROCEDURES	Administration
	100.08
	Rev. 11/14/2019 Page 7 of 7

simulation. Sub-sections may be evaluated individually, or in conjunction with each other.

Scoring: Upon successful completion of all sections of the testing process, each candidate will receive a combined score. The eligibility list will be comprised of these combined final scores.

Written Exam:	20% (Combined Total)
• Written	10%
• Hydraulics	10%
Practical Skills Evaluation:	80% (Combined Total)
• Driving	20%
• Apparatus Operations	40%
• Truck Checks	20%
TOTAL POSSIBLE SCORE:	100%

Approved:



Bobby Ruiz, Fire Chief

11/14/2019

Date