



# JOB NEWS

*Fairfax County Government is an Equal Opportunity/Affirmative Action  
Employer Committed to Diversity in the Workplace*



July 30, 2016

This is a promotional opportunity open only to uniformed employees of the Fairfax County Fire and Rescue Department.

**FIRE CAPTAIN I**  
**Fire and Rescue Department**  
**\$74,777-121,804 (Grade F25)**  
**Job # 16-01537**

**DESCRIPTION:** Under general supervision, serves as the officer-in-charge on a 24-hour shift in a fire and rescue station, and as the officer-in-charge, performs fire suppression or Advanced Life Support (ALS) duties; assists in the direction and operation of a major division by supervising the activities of a section or branch; and performs related work as required. Fire Captain I positions in the Operations Bureau function as full shift supervisors, with all related administrative, managerial, and operational responsibilities. Fire Captain I positions in the Business Services and Personnel Services Bureaus serve as section leaders over specialized positions or functions, such as fire investigation, fire protection systems testing, hazardous materials enforcement, health, safety, training, and communications.

**MINIMUM QUALIFICATIONS:** Any combination of education, experience and training equivalent to: High school graduation or a G.E.D. issued by a state department of education, plus:

1. Currently at the rank of fire lieutenant with two years of paid experience with the Fire and Rescue Department as of October 13, 2016 (this includes the 30-days grace period).
2. Class "A" medical rating in the assigned medical group. For Class "B" and "C" medical ratings, accommodations will be considered on a case-by-case basis. A Class "D" medical rating will not be considered.
3. Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B or higher).
4. NFPA Officer II.
5. NFPA Instructor I.
6. Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards.
7. Certification in cardiopulmonary resuscitation and automatic electronic defibrillation.
8. Possession of a valid motor vehicle driver's license.
9. Successful completion of Incident Command System 100, 200, 700, 703a, 800.

As outlined in the department's Professional Development Resource Guide, January 2015, following indicates Option 1 and 2 of educational/time in grade requirements:

- **Eligibility Option #1: 20 college credits, and 2 years' time in grade as a Lieutenant.**

----or----

- **Eligibility Option #2: 10 years of time in service, and 2 years' time in grade as a Lieutenant.**

To be certified to sit for the exam, applications must contain the minimum qualifications outlined above. The class specification containing the minimum qualification for this position may be referenced at: <http://www.fairfaxcounty.gov/hr/specspdf/4232f25.pdf>.

**ASSESSMENT CENTER:** The assessment center will consist of three exercises:

**Computer Writing Exercise:** The Computer Writing Exercise will require the applicants to synthesize data and general information into a professional written document. Candidates will be expected to generate their finished work on a computer using Microsoft Word within a set amount of time.

**Tactical Incident Exercise:** The Tactical Incident Exercise will measure candidates' skills in mitigating an emergency incident scenario. The incident will be presented in Fire Studio v6.0. The responses will be videotaped and scored at a later time by a panel of raters.

**Oral Board Exercise:** Candidates will give oral responses to questions or scenarios presented on a computer via Microsoft PowerPoint. The responses will be videotaped and scored at a later time by a panel of raters.

**SELECTION PROCEDURE:** The selection procedure will be based on the candidate's combination of scores from the three components. The weights for each portion of the promotional process are identified below:

- |   |            |
|---|------------|
| <b>1. Tactical Incident Exercise***</b> | <b>40%</b> |
| <b>2. Computer Writing Exercise</b>     | <b>30%</b> |
| <b>3. Oral Board Exercise</b>           | <b>30%</b> |

\*\*\* Candidates must achieve a converted passing score of 70.00 or greater on the Tactical Incident Exercise component to be eligible for further consideration in the process.

Any candidate who arrives late for their scheduled testing will not be allowed to participate in the process, and they will be withdrawn from any further consideration.

**DRESS CODE:** All candidates are required to wear an approved Fire and Rescue Department (FRD) Class D uniform (no coveralls, or shorts) during the administration of the computer writing exercise, the tactical incident exercise, role play exercise, and the oral board exercise. A picture I.D. is required for admission to the examination. No one will be allowed to participate in the test if they are not in proper uniform or if they do not present a picture I.D. at the time of sign-in, and they will be withdrawn from further consideration in this process.

**SUMMARY OF EXERCISE SCHEDULES:**

Exercise	Date and Shift	Time	Location												
<p>Computer Writing</p>	<p><b>September 13, 2016</b> <i>Shift: A &amp; C</i></p> <p><b>September 14, 2016</b> <i>Shift: B &amp; Day</i></p>	<p><b>Session 1:</b> 7:30 a.m.-10:30 a.m.</p> <p><b>Session 2:</b> 10:30 a.m.-1:30 p.m.</p> <p><b>Session 3:</b> 1:30 p.m.-4:30 p.m. <i>*If required*</i></p> <p>Candidates will be assigned and notified by F&amp;R HR on which session to report to for their Computer Writing Exercise. Notification shall be made after the closing date and upon completion of the verification process.</p>	<p>Fairfax County Government Center Computer Lab, Suite 364 12000 Government Center Pkwy Fairfax, VA 22035</p>												
<p>Tactical Oral Board</p>	<p>September 19-23, 2016 <i>*September 24, if required*</i></p>	<p>Candidates will be required to use the self-scheduling feature through NeoGov. Scheduling shall be available on <b>September 2</b>, after the verification process has been completed. Candidates are not permitted to schedule themselves on their assigned work day; as there will be no detailing candidates out of operations to participate in the process.</p> <p>Candidates should reference the below shifts permitted on the particular date when self-scheduling.</p> <table border="1" data-bbox="633 1623 1084 1917"> <tr> <td>September 19</td> <td>B, C, &amp; Day</td> </tr> <tr> <td>September 20</td> <td>A, C, &amp; Day</td> </tr> <tr> <td>September 21</td> <td>B, C, &amp; Day</td> </tr> <tr> <td>September 22</td> <td>A, C, &amp; Day</td> </tr> <tr> <td>September 23</td> <td>A, B, &amp; Day</td> </tr> <tr> <td>September 24</td> <td>A, C, &amp; Day</td> </tr> </table>	September 19	B, C, & Day	September 20	A, C, & Day	September 21	B, C, & Day	September 22	A, C, & Day	September 23	A, B, & Day	September 24	A, C, & Day	<p>City of Fairfax Public Safety Training Center 9650 Colonial Avenue Fairfax, VA 22030</p>
September 19	B, C, & Day														
September 20	A, C, & Day														
September 21	B, C, & Day														
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September 24	A, C, & Day														

## NOTE:

- *Candidates who require an assessment center date outside of the dates identified above due to extenuating circumstances, must submit their request directly to the Fire Chief, [Richard.Bowers@fairfaxcounty.gov](mailto:Richard.Bowers@fairfaxcounty.gov) and Fairfax County's Employment Division Manager, Sherry Rowe, [Sherry.Rowe@fairfaxcounty.gov](mailto:Sherry.Rowe@fairfaxcounty.gov), by **close of business on Friday, August 26, 2016**.*
- *Pursuant to Fairfax County FRD S.O.P. 02.06.02, Promotional and Proficiency Examination and Position Procedures, personnel who are on "no duty" or leave due to their own illness or injury, are required to submit approval from their treating physician to participate in a promotional exam.  
This information must be submitted to the department's Promotional Exams Program Manager, Nancy Ong-Abramson ([Nancy.Ong-Abramson@fairfaxcounty.gov](mailto:Nancy.Ong-Abramson@fairfaxcounty.gov)) and Fairfax County's Employment Testing Analyst, Thomas Klus ([Thomas.Klus@fairfaxcounty.gov](mailto:Thomas.Klus@fairfaxcounty.gov)), prior to the job announcement **close date on Friday, August 26, 2016**. **Requests submitted after this date will not be honored.***
- ***Candidates are entirely responsible for self-scheduling for their Tactical and Oral Board exercises through NeoGov by 5:00 PM on September 12, 2016. Failure to self-schedule by the date and time specified will result in the candidate being withdrawn from the process, and they will not be allowed to participate in the Computer Writing In-Basket Exercise.***

**ELIGIBLE LIST:** Tie scores will be broken in accordance with Personnel Regulations, Section 5.8-2. To be appointed, eligible candidates shall meet Class "A" medical standards. The results of this assessment are expected to produce a two year eligible list for future promotions. **Candidates must achieve a minimum converted score greater than 70.00 on the Tactical Incident Exercise and an overall converted score of 70.00 or greater to be eligible for placement on the final list.**

**POST TEST CANDIDATE REVIEWS:** Once the process is complete and final score reports have been issued, candidates may request to review their test materials to receive an explanation of their performance rating by following the guidelines in the Fairfax County Personnel Regulations (5.8-4.b).

**ORIENTATION:** Candidate orientation sessions will be held at 1:30 p.m. on Wednesday, August 24 and 8:30 a.m. on Thursday August 25. Both orientation sessions will be held at the Government Center, Department of Human Resources, Room 170, Large Training Room. During this orientation, information will be provided to the candidates concerning the format of the exam and the application procedure. Candidates are encouraged to attend one of the orientation sessions. For those who are unable to attend, the power point slide presentation used at the orientation sessions will be available on the department's Intranet after **Friday, August 26, 2016**.

**APPLICATION PROCESS:** All applicants must apply for promotional opportunities using the NeoGov online application tracking systems by submitting an application to participate in this examination. To access promotional opportunities you may go through FairfaxNET and click "Apply for a Job" or <http://www.fairfaxcounty.gov>, click on "Jobs", then click on "Apply for a Job" to submit an application to sit for this examination. If you do not have an account, you will need to click "Create an Account" and follow the step by step guide. To apply for a job, you must complete your basic profile. You can expedite

the process by importing a resume from LinkedIn or by uploading an existing file. You will then need to copy and paste the information from your resume into the specific sections of the application. Attaching a resume does not replace the completion of fields on the application. You will complete a series of steps, including answering supplemental questions about your qualifications and experience. Once your application is complete, review for accuracy and completeness and then click on "Proceed to Certify and Submit" and then click on "Accept and Submit."

**NOTE:** In order for you to certify as eligible to participate in this examination, you must enter a complete and accurate application and also complete the Agency Wide Questions. Candidates must have met all professional development prerequisites and minimum qualifications listed in the Class Specification prior to the application closing date. This information will be verified by FRD Human Resources (HR) exclusively on information obtained from the Professional Development Program Manager.

Candidates are encouraged to contact Ms. MaryAnn Zandall, Professional Development Program Manager, at 703-803-3866, to set up an appointment to review their professional development record to ensure accuracy prior to the application closing date, Friday, August 26, 2016.

Any changes made to the professional development data after this date will not apply to this examination.

Applicants who need assistance with the Government Jobs application process are welcome to visit HR Central, where staff will be happy to work with you to establish an account and get your resume into the system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, Virginia 22035. Call 703-222-5872 for more information.

*The Fairfax County Fire and Rescue Department is an Equal Opportunity Employer that abides by federal, state, and county laws and ordinances and therefore does not discriminate against employees or applicants for employment based on the employee's or applicant's age, race, color, religion, sex, creed, national origin, marital status, disability, sexual orientation, genetic information, union or political affiliation, veterans' status, disabled veterans' status, or any other factor or any other characteristic now or hereafter protected by federal, state or county law unrelated to the impartial conduct of county business. All personnel shall be fully aware of their roles and responsibilities regarding compliance to Equal Opportunity Laws, [Fairfax County Procedural Memorandums](#), departmental Standard Operating Procedures, and rules and regulations. Reasonable accommodations will be considered on a case by case basis; **all requests must be submitted three weeks in advance of the exam date**. A request for reasonable accommodation during the selection process should include a Reasonable Accommodation Request Form found at the following link: [http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04\\_Reasonable.pdf](http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04_Reasonable.pdf). Submit accommodation requests to Thomas Klus at [Thomas.klus@fairfaxcounty.gov](mailto:Thomas.klus@fairfaxcounty.gov).*