



JOB NEWS

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



April 16, 2016

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

FIRE BATTALION CHIEF

Fire and Rescue Department

\$91,587.81 - \$149,105.84 (Grade F29)

Job# 16-00804

DESCRIPTION: Under the direction of an assistant fire chief or deputy fire chief, directs and coordinates the emergency medical services (EMS), fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the county) for an assigned shift; or directs and coordinates the specialty teams (i.e., the Hazardous Materials, Technical Rescue, and Urban Search and Rescue); or directs and coordinates the Fire Prevention Services Section or the Hazardous Materials Services Section; or directs the activities of the Safety Section or Communications Section; and performs related work as required.

A fire battalion chief has command responsibility for all fire, rescue, and EMS activities within a specified geographic region (battalion). In contrast, a position in the next lower class in the series, fire captain II, serves as a station or EMS shift commander, while a position in the next higher class, deputy fire chief, commands one of the department's eight major divisions.

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

1. Two years of paid experience as a Captain II with the Fire and Rescue Department of Fairfax County and currently serving in the rank of Captain II as of June 22, 2016 (this includes the 30-day 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. Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards.
5. Certification in cardiopulmonary resuscitation and automatic electronic defibrillation.
6. Possession of a valid motor vehicle driver's license.
7. NFPA Fire Officer III.
8. NFPA Instructor II.
9. ICS 100, 200, 300, 400, 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: 50 college credits, and two years of time in grade as a Captain II
---- or ---**
- **Eligibility Option #2: 20 years of time in service, and two years of time in grade as a
Captain II**

The Class Specification containing the minimum qualifications for this rank may be referenced by clicking on the following link: <http://www.fairfaxcounty.gov/hr/specspdf/4225f29.pdf>.

ASSESSMENT CENTER:

All candidates will participate in a "Day in the Life" simulation exercise that will include a Tactical Exercise component, an Oral Board component, and a Computer Writing In-Basket component. Candidates will be escorted through the various stages of the process by a test proctor, and they will complete all exercises within a given amount of time, approximately three hours.

The tactical incident component will measure candidates' skills in mitigating emergency incident scenarios. The incident will be presented in Fire Studio v5.0. The responses will be videotaped and scored at a later time by a panel of raters. **Candidates must score a minimum converted score of 70.00 on the Tactical Component to be eligible for further consideration in this process.**

In the Oral Board component, candidates will give oral responses to questions or scenarios presented by a test proctor. Candidates will have a specific amount of time to respond to the questions, and those responses will be captured on videotape and scored later by a panel of raters.

The Computer Writing In-basket component will require candidates to explain their actions in handling various administrative items and issues related to the rank of Battalion Chief. Candidates will be expected to generate their finished work on a computer using Microsoft Word within a set amount of time. The response format may be bulleted actions, memos, emails, letters, or any other related format.

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:

- | | |
|---------------------------------|-----|
| • Tactical Incident Component** | 50% |
| • Oral Board Component | 10% |
| • Computer Writing Component | 40% |

**Candidates must achieve a converted passing score of 70.00 or greater on the Tactical 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 Class D uniform (no coveralls, or shorts) during the administration of the exercises unless other arrangements have been made and approved by the Fire Chief or his designate. A picture I.D. is required for admission to the examination.

DATES AND LOCATIONS:

Exercises	Dates	Time	Location
Computer Writing Tactical Incident Oral Board	May 23-June 4 Note: The available test dates will be based on the number of eligible applicants.	NeoGov online self-scheduling: Self-scheduling shall be available after the closing date and after the verification process has been completed. Eligible candidates will receive an email notification that will contain general instructions for self-scheduling and the date when the online scheduling is available.	City of Fairfax Public Safety Training Center 9650 Colonial Avenue Fairfax, VA 22030
Note: The format for the Assessment Center shall consist of <u>all three exercises</u> being administered on the same day. For the assessment center, candidates should anticipate being at the test site for a duration of three hours.			

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 and Fairfax County’s Employment Division Manager, Sherry Rowe, Sherry.Rowe@fairfaxcounty.gov, by **close of business on Friday, May 6, 2016**.*
- *Pursuant to Fairfax County Fire and Rescue Department 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) and Fairfax County’s Employment Testing Analyst, Tom Klus (Thomas.Klus@fairfaxcounty.gov), prior to the job announcement **close date on Friday, May 6, 2016**. Requests submitted after this date will not be honored.*

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 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 8:30 a.m. on April 20 and 1:00 p.m. on April 21. Both orientation sessions will be held at the Government Center, DHR-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 PowerPoint slide presentation used at the orientation sessions will be available on the department's Intranet after **Friday, April 29, 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/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 F&R 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, May 6, 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.

Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veteran's status or disabled veteran's status. 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. Submit accommodation requests to Thomas Klus at Thomas.klus@fairfaxcounty.gov.