

Promotions and Testing Process

1091.1 PURPOSE

The purpose of this policy is to provide regulated, systematic, and uniform standards for positions within the department and the promotions that govern the appointment of personnel to those positions.

1091.2 POLICY

The City of Buckeye Human Resources Department shall be responsible for the maintenance of Job Descriptions and official personnel records. Fire Department personnel records will also be kept in a secure location at Fire Administration.

Testing and promotional processes may include the use of evaluators from outside of the department. The process shall be administered internally and managed by an Assistant Chief and Human Resources Representatives. This policy may be modified or changed by the Fire Chief or his designee.

Many promotional opportunities require the use of assessors to evaluate the behavioral and performance dimensions of candidates. Whenever external assessors are used, they should be from an Automatic Aid Department. Due to scheduling and fiscal constraints, this may not always be feasible. The Fire Chief or his designee must approve any deviation from the requirements established for members of the panel interview and/or assessment center evaluators. A Buckeye Fire Department official shall train all assessors in the promotional assessment process.

1091.3 QUALIFICATION REQUIREMENTS

The requirements established for promotion within with Buckeye Fire Department are very dynamic; individuals must comply with a variety of requirements. Only individuals who meet the qualifications for a given position will be allowed to participate in the promotional process.

However, if there are not a minimum of three (3) eligible candidates for any given promotional position, the Fire Chief may waive the requirements or open the promotional process to other individuals that qualify; internally and externally.

1091.4 ELIGIBILITY LIST

Upon completion of the hiring and/or promotional process, an eligibility list may be established in accordance to City of Buckeye Personnel Rules and Policy Manual. In order for candidates to be placed on the eligibility list, they must achieve a minimum of 70% on each component of the defined process and a comprehensive score of 70% or higher. Furthermore, individuals who do not achieve the minimum score of 70% or receive a "Do Not Recommend" will not be allowed to proceed in the process.

Candidates who fail the established "Critical Criteria" of the process will receive a score of zero on that particular component. Candidates must successfully complete all components of the hiring or

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promotional process in order to be placed on the eligibility list. The minimum passing score may be changed by the Fire Chief prior to any promotional process and written notice will be provided to all candidates.

New hire lists will be valid for one (1) year and promotional lists will be good for two (2) years. If a list is exhausted, the Fire Chief may choose to have another testing process sooner. Captain promotional testing will happen in odd years and Battalion Chief and Engineer testing will be on even years.

1091.5 NOTIFICATIONS AND TIMELINES

It is understood that the period of notification following a promotional process can be a stressful time for all persons involved especially candidates. It is the intention of the department to make notifications to all candidates in the most expedient timeframe possible to alleviate this period of stress. Fire Administration will establish testing dates and will email timelines to members at least six (6) months in advance. Candidates must understand there is a period of calculation and administrative procedures necessary to assure that all aspects of the promotional process are correct and accurate prior to notifications. Each promotional candidate will be contacted by the Fire Chief or his designee. Once all candidates are notified, written notification in the form of a memo or official e-mail will be sent to all department employees.

1091.6 SCORING

The Buckeye Fire Department will utilize consensus scoring and/or forced ranking in all testing processes. Assessment centers and practical skills will be graded individually and scores will be added to the Master Scoresheet. Interviews will be graded via forced ranking. Upon completion of each interview, panelists shall discuss the candidate's individual responses and individually force rank each candidate in relation to the previous candidates. Once all interviews are completed, the panelists will create a consensus force ranking sheet that will represent the board's final ranking. The final forced ranking will then be assigned a number value and the scores will be added to the Master Scoresheet. All portions of the testing process will then be calculated in accordance with the predetermined scoring percentages.

All testing materials, scoring sheets and interview panelist notes will be retained by Human Resources. Interview panelist detailed notes should include all key phrases, comments, events, etc. that support their ranking.

1091.7 FIREFIGHTER TESTING OVERVIEW

The position of Firefighter performs all duties of a Firefighter and is additionally responsible for the duties and responsibilities as defined within the Job Description.

1091.7.1 FIREFIGHTER MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

- (a) Graduate from high school or GED.
- (b) Arizona State Certification as emergency medical technician basic level or higher.

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- (c) Arizona State Certification at the Hazardous Materials Operations level or equivalent
- (d) Must meet all other job requirements as described in the Job Description.
- (e) Must successfully complete the Buckeye Fire Department Firefighter testing process.
- (f) Must be pass the City of Buckeye's background checks and assessments.
- (g) Must successfully pass a drug screen.

1091.7.2 FIREFIGHTER HIRING PROCESS

- Position shall be posted annually by the City of Buckeye Human Resources Department. Application review times and requirements will be part of the posting. All candidates will be notified of their scheduled time(s) and status throughout the course of the process by Human Resources.
- Each candidate will need to complete the written examination and physical ability components as advertised prior to the start of the testing process or designated date. Testing will be done through the National Testing Network. Specific information to the written and physical ability test will be made available upon announcement of position vacancy and application period.
- Applicants for the position of firefighter must meet all application requirements for both the National Testing Network and the City of Buckeye.

General Aptitude Written Examinations: The written examinations will be the initial step in the testing process and will consist of a 100-question validated entry level examination. Candidates must obtain a minimum passing score of 70% on each of the examinations in order to proceed in the selection process. This is considered a pre-requisite to proceed in the selection process.

Physical Performance Test: Individuals will complete the Candidate Physical Ability Test (CPAT). National Testing Network provides the Candidate Physical Abilities Test (CPAT) according to the International Standards. This requires that candidates have the opportunity to attend a CPAT Pre-Test Program, including at least two CPAT Orientation sessions within the period preceding a CPAT test. Candidates may choose not to participate in the orientations or practice tests, but will be required to sign a waiver acknowledging that these preparations have been offered.

A maximum elapsed time of 10:20 or less must be obtained to proceed in the selection process as the Candidate Physical Ability Test is considered pass / fail.

National Testing Network

National Testing Network

Once the eligible list of all candidates who meet the requirements established by the City of Buckeye as well as successfully meeting the passing requirements for the written and physical examination conducted by the National Testing Network, candidates will be scheduled for the Buckeye Fire Department hiring process. The Fire Chief or designee may elect to proceed in the

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hiring process with only those that meet or exceed a certain score or a predetermined maximum amount of candidates.

The timeframes for the testing process will be distributed to candidates for the purpose of planning however, specific times for each individual will be supplied as they successfully progress throughout the hiring process which consists of the following components.

Interviews: Interviews will be conducted for the highest ranked candidates who have successfully passed the written and physical portions of the process. The individual interview time and locations will be given to candidates during the process.

Get to Know You Interview:

The first interview will be a short interview (approximately 10 minutes) that will consist of one or two questions only. The panel will consist of one Captain, one Engineer, and one Firefighter. The purpose of this interview will be to briefly get to know the candidate and decide if they will or will not fit into the organization based solely on the answers to the questions asked. Each panelist will then vote to move on the candidate with a RECOMMEND, DO NOT RECOMMEND, or MAYBE vote.

Any candidate that receives all RECOMMEND votes will move on in the process. Any candidate that receives one or more DO NOT RECOMMEND votes will not move on. Candidates that have MAYBE votes may or may not move on based on the number of candidates moving on in the process. Candidates with the most RECOMMEND votes will be ranked highest and move on first.

Panel Interview:

Interviews will be conducted for the highest ranked candidates who have successfully passed the written and physical portions of the process. The individual interview time and locations will be given to candidates during the process.

The panel shall consist of members of the department representing the ranks of Firefighter, Fire Engineer, and Fire Captain, a Chief Officer, and one individual selected at-large shall make up the balance of the panel for a total of five (5) members. Human Resources representatives may be present during all candidate interview processes to provide oversight and will not be utilized in the scoring of candidates.

After completion of each phase of the selection process, candidates will be ranked according to their overall scores which shall be calculated as follows:

Written Test Score	25%
CPAT Examination	Pass/Fail
Get to Know You Interview	Pass/Fail
Panel Oral Interview	75%
Maximum Score:	100%

The final aspect of the process for the position of Firefighter shall be the Fire Chief Interview. This interview shall be with the Fire Chief and /or his designee.

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Fire Chief Interview: *The final candidates who are recommended will be scheduled for a Fire Chief interview. The individual interview time and locations will be given to candidates as openings occur. This interview shall be with the Fire Chief and /or his designee and will utilize the rule of three.*

1091.8 FIRE ENGINEER PROMOTIONAL TESTING OVERVIEW

This position of Fire Engineer performs all duties of a firefighter and is additionally responsible for the duties and responsibilities as defined within the Job Description. Promotions for the position of Fire Engineer shall follow the following parameters and timeline.

1091.8.1 FIRE ENGINEER MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

- (a) Minimum of three (3) years as (from hire day) a career Firefighter with the Buckeye Fire Department and in good standing.
 - 1. Not currently on a performance improvement plan.
 - 2. Formal discipline received in the previous six (6) months will be considered before promotion, but will not bar a person from participating in the process. Formal discipline is defined as a Letter of Reprimand (LOR), suspension, or demotion.
 - 3. Last performance evaluation overall rating must be a minimum of satisfactory.
- (b) Arizona State Certification as emergency medical technician basic level or higher.
- (c) Completion of the Buckeye Fire Medical Rescue Department Fire Engineer Academy or completion of the following courses at the community college level.
 - 1. Hydraulics class.
 - 2. Apparatus class.
- (d) Must meet the minimum requirements for the position of Firefighter.
- (e) Possess a valid Arizona Driver's License.
- (f) Must meet all other job requirements as described in the Job Description.
- (g) Must successfully complete the Buckeye Fire Medical Rescue Department Fire Engineer Working Out Of Class process.

Pre-Requisite Training

In order to become eligible for the promotional process, each individual must complete the requirements established within the Engineer Working Out Of Class book and been signed off.

If the department has not offered an Engineer Academy, the candidate must attend a college level Hydraulics and Apparatus class.

Physical Fitness – Must have successfully completed the city required annual medical physical without any restrictions or limitations with a rating of at least Tier 3 and successfully completed their last Minimum Company Standards evaluation.

Fire Engineer Promotional Testing Process

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The process for hiring Fire Engineer shall be considered an internal process. All candidates will be notified of their scheduled time(s) and status throughout the course of the process.

Promotional testing for the position of Fire Engineer shall occur on an every other year basis to maintain a promotional list for the position. This shall occur in October of even numbered years unless there is a definitive need for a promotional process as determined by the Fire Chief.

Promotions for the position of Fire Engineer shall follow the subsequent parameters and timeline. The open position shall be posted with a closing application time of at least three (3) weeks.

Written Examination: The written test shall be administered first with a required passing percentage of 70% to pass to the next phase of the promotional process.

Bibliography:

The written test shall include information from the latest edition of the following:

- (a) IFSTA Pumping Apparatus Driver/Operator Handbook
- (b) Chapters 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, and 13
- (c) IFSTA Aerial Apparatus Driver/Operator Handbook
 - 1. Chapters 2, 3, 4, 7, 8, and 9
- (d) Buckeye Fire Department Policy Manuals
- (e) Phoenix Volume II:

201.01	Command Procedures
201.03	Accountability
201.04	2 In / 2 out
201.07	Air Operations
202.01	Standard Company Functions
202.02	Fire Ground Factors
202.02A	Tactical Objectives
202.02B	Fire Ground Strategy
202.02C	Rescue
202.04	Fire Control
202.05	Fire Ground Safety
202.06	Roof Sector
202.10	Attack Teams
202.12	Loss Control
202.12A	Salvage
202.12B	Overhaul
202.12E	Water Supply and Stream Management
202.15	Brush and Wildland Fires

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202.15A	Brush Fire Air Support
202.16	Car Fires
205.06	Staging Level I and II
205.07	Apparatus Placement
205.07A	Safe Parking While Operating In or Near Vehicle Traffic
205.08	Driver Safety
205.08A	Standard Signals for Backing of Fire Department Apparatus
205.15	Freeway Response

(f) Hydraulic Calculations/Study Guide

Practical Examination: The practical skills evaluation shall be administered approximately one week after the written test is given and will continue in consecutive days until all applicants have completed the exam. Only participants scoring at least 70% on their written examination shall proceed to the practical portion. The practical examination shall consist of the following parts and requirements:

- (a) The practical portion of this exam includes:
1. Pre-trip inspection
 2. Over the road driving
 3. Pumping sequence
 4. Hydraulics calculations
 5. Troubleshooting / emergency procedures
- (b) Hydraulic calculations must be exact in order to receive credit for the answer. The calculations on the practical must be made by memory only. No paper, pens, markers, calculators, cell phones, etc. will be allowed.
- (c) Candidates will have three hours to complete the practical exam.
- (d) Candidates must score a 70% or greater on the practical exam in order to be placed on the promotional eligibility list.
- (e) The practical exam also includes automatic failures. They are as follows:
1. Failure to perform the brake test accurately.
 2. Failing to set parking brake when exiting apparatus.
 3. Incorrectly calculating **both** hydraulics questions.
 4. Any unsafe driving that puts yourself and the public in danger
 5. Failure to use a spotter when backing the apparatus.
 6. Inability to get hydrant water to the pump before tank water is empty.

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Individuals must attain a passing score of 70% on the practical examination in order to be placed on the Engineer promotional eligibility list. In addition, individuals who fail "critical" criteria or do not complete the practical assessment in the allotted timeframe will not be placed on the eligibility list.

After completion of all phases of testing, the overall scores for each applicant should be computed as follows:

Written Test Score	35%
Practical Examination	65%
Maximum Score:	100%

Fire Chief Interview: The final candidates who are recommended will be scheduled for a Fire Chief interview. The individual interview time and locations will be given to candidates as openings occur. This interview shall be with the Fire Chief and /or his designee and will utilize the rule of three as defined in section 1091.6.

1091.9 FIRE CAPTAIN PROMOTIONAL TESTING OVERVIEW

This position of Fire Captain performs all duties of a Firefighter and is additionally responsible for the duties and responsibilities as defined within the Job Description. Promotions for the position of Fire Captain shall follow the following parameters and timeline.

1091.9.1 FIRE CAPTAIN MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

- (a) Associate's Degree in Fire Science, Public Administration or related course work or considerable secondary education (60 Hours).
- (b) Formal discipline received in the previous six (6) months will be considered before promotion, but will not bar a person from participating in the process. Formal discipline is defined as a Letter of Reprimand (LOR), suspension, or demotion.
- (c) Considerable experience, at least 7 years full time employment with the City of Buckeye Fire Medical Rescue Department in the rank of Firefighter or Fire Engineer.
- (d) Arizona State certification as emergency medical technician basic level or higher.
- (e) Completion of the Buckeye Fire Medical Rescue Department Captain's Academy or completion of the following courses at the community college level:
 - 1. Building Construction
 - 2. Strategies and Tactics
 - 3. Fire Officer I & II with Arizona State certification
 - 4. Fire Instructor I with Arizona State certification
- (f) Completion of the Captain's Working Out Of Class book.
- (g) Possess a valid Arizona Driver's License
- (h) Ability to accurately read and write the English language.

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- (i) Must meet all other job requirements as described in the Job Description.

Pre-Requisite Training

In order to become eligible for the promotional process, each individual must complete the requirements established within the Captain's Working Out Of Class book and been signed off. If the candidate did not complete the Buckeye Fire Captain's Academy, they must have attended Building Construction and Strategy and Tactical at a community college and be State Certified Fire Officer I & II and Fire Instructor. Equivalency can only be issued by the Fire Chief.

Physical Fitness – Must have successfully completed the city required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties and responsibilities with the Buckeye Fire Department. Must have successfully completed the city required annual medical physical without any restrictions or limitations with a rating of at least Tier 3 and successfully completed their last Minimum Company Standards evaluation.

Post-Requisite Training

The individual(s) successfully promoted to the rank of Fire Captain shall be assigned to mentorship with a Shift Commander for a period of, but not limited to four (4) weeks. During this time, the individual shall be placed in the position of Battalion Safety Officer on the BC ride. Additional training may be required as determined by the Fire Chief based upon the individual's promotional assignment.

Fire Captain Promotional Testing

The process for hiring Fire Captain shall be considered an internal process. All candidates will be notified of their scheduled time(s) and status throughout the course of the process.

Promotional testing for the position of Fire Captain shall occur on an every other year basis to maintain a promotional list for the position. This shall occur in October of each odd numbered year unless there is a definitive need for a promotional process as determined by the Fire Chief.

Promotions for the position of Fire Captain shall follow the subsequent parameters and timeline. The open position shall be posted with a closing application time of at least three (3) weeks.

Written Examination: Written test shall be administered first with a required passing percentage of 70% to pass to the next phase of the promotional process. The written test may be administered the same day as the assessment center testing and no less than thirty days from the date of posting for the position.

The written test shall include information from the latest edition of the following:

City of Buckeye Personnel Rules and Policies	25%
Buckeye Fire Department Policy/SOP Manual	25%
Phoenix Regional SOP Manual, Volume II	25%

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Fire and Emergency Services Company Officer IFSTA Current Edition	25%
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Assessment Center: The assessment center portion of the examination shall be administered following the written examination and each scenario or assessment. Each assessment center scenario/presentation will have at least three evaluators. The evaluators shall consist of three (3) representatives internal and external representatives from fire departments for the Automatic Aid departments. All evaluators shall hold equal or greater rank to the position being tested. The assessment center training should be conducted by a designated Buckeye Fire Department Chief Officer or Human Resources representative prior to the beginning of the assessment center evaluations.

The assessment center shall be setup so that each participant has adequate time to prepare for incident command simulations and group meeting scenarios. The number of simulations and scenarios shall be determined in the development of the promotional process however, this number shall not be indicated to the candidate prior to the beginning of the assessment center.

- Incident Command Scenario – To include demonstration of strategies and tactics and Incident Command as well as development of an ICS chart, incident action plan, and safety considerations. Scenarios should be realistic and allow the candidate to utilize normal resources available to the Buckeye Fire Department.
- Critical Thinking Scenario – To include demonstration of decision-making skills while responding to and or operating on an emergency incident required of company officers.
- Conflict Resolution Scenario – To include the candidate's ability to effectively address a conflict or dispute in an effective manner required of a company officer.
- In-Basket Scenario – To demonstrate the candidate's ability to organize their company's day when given tasks of varying degrees of importance.
- Presentation – To include demonstration of a candidate's ability to present a program to a simulated community group on a predetermined topic (topic may be assigned after candidate successfully passes the written exam).

Peer Panel Interviews: The panel shall consist of members representing the rank of Fire Captain.

The panel shall consist of five (5) internal and external representatives from fire departments within the Automatic Aid system. External Representatives shall be limited to a maximum of two (2) and shall hold equal or greater rank to the position being tested. All panel members shall have received training in the Buckeye Fire Department interview process.

The interview panel shall review each candidate's application, resume, and both work record and history. The interview will include pre-determined questions as well as follow-up questions that may deal with the candidates work record, job performance, experience, and goals and objectives. Depending upon the position, the questions may be of both an emergency and daily management nature. The questions will cover topics that would be expected of the position the candidates are applying for and/or that they currently hold.

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Chief Officer Interview Panel: The panel shall consist of members of the department representing the ranks of Assistant Fire Chief, Deputy Fire Chief and Battalion Chief. The board will consist of five (5) internal members.

The interview panel shall review each candidate's application, resume, and both work record, history and other components of the testing process thus far. The interview will include pre-determined questions as well as follow-up questions that may deal with the candidates work record, job performance, experience, and goals and objectives. Depending upon the position, the questions may be of both an emergency and daily management nature. The questions will cover topics that would be expected of the position the candidates are applying for and/or that they currently hold.

After completion of all phases of testing, the overall scores for each applicant should be computed as follows:

Written Test Score	10%
Assessment Center	30%
Peer Panel Oral Interview	30%
Chief Officer Interview	30%
Maximum Score:	100%

The final aspect of the promotional process for the position of Fire Captain shall be the Fire Chief Interview. This interview shall be with the Fire Chief and/or his designee.

Fire Chief Interview: The final candidates who are recommended will be scheduled for a Fire Chief interview. The individual interview time and locations will be given to candidates as opening occur. This interview shall be with the Fire Chief and/or his designee and will utilize the rule of three as defined in section 1091.6.

1091.10 BATTALION CHIEF PROMOTIONAL TESTING OVERVIEW

The position of Battalion Chief performs all-encompassing of department operations, and is additionally responsible for the duties and responsibilities as defined within the Job Description.

Promotions for the position of Battalion Chief shall follow the following parameters and timeline.

1091.10.1 BATTALION CHIEF MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

All Battalion Chief's, regardless of division, are required to have the following qualifications for the position of Battalion Chief Operations.

- (a) Bachelor's degree in Fire Science, Fire Administration or Public Administration or another related field, or be in the process of achieving degree in the 2024 testing process and completed by 2025.
- (b) Formal discipline received in the previous six (6) months will be considered before promotion, but will not bar a person from participating in the process. Formal discipline is defined as a Letter of Reprimand (LOR), suspension, or demotion.

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- (c) Considerable experience, ten (10) or more years in Fire Operations showing progressive work experience or related field of emergency services management.
- (d) Minimum of five (5) years' experience as a Fire Captain with the Buckeye Fire Medical Rescue Department, showing progressive work experience.
- (e) Fire Officer I & II
- (f) Leadership I, II, III or equivalent Leadership course approved by the Fire Chief.
- (g) Must successfully complete the Buckeye Fire Department Shift Commander Working Out Of Class book prior to promotion.
- (h) Possess a valid Arizona Driver's License
- (i) Ability to accurately read and write the English language.
- (j) Must meet all other job requirements as described in the Job Description.

Physical Fitness – Must have successfully completed the city required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties and responsibilities with the Buckeye Fire Department.

Post-Requisite Training

The individual(s) successfully promoted to the rank of Battalion Chief that has not worked in the role of BSO for at least fifteen 24 hour shifts, they shall be assigned to a mentorship with a Shift Commander for a period of, but not limited to four (4) weeks. Additional training may be required as determined by the Fire Chief based upon the individual's promotional assignment.

Battalion Chief Promotional Process

The process for hiring Battalion Chiefs shall be considered an internal process unless otherwise specified by the Fire Chief. All candidates will be notified of their scheduled time(s) and status throughout the course of the process.

Promotional testing for the position of Battalion Chief shall occur on an every other year basis to maintain a promotional list for the position. This shall occur in November of each even numbered year unless there is a definitive need for a promotional process as determined by the Fire Chief.

Promotions for the position of Battalion Chief shall follow the subsequent parameters and timeline. The open position shall be posted with a closing application time of at least three (3) weeks.

Assessment Center: The assessment center portion of the examination shall be administered first and a passing score of 70% in each scenario or assessment is required to move on the interview. Each assessment center station shall have at least three (3) evaluators and shall consist of representatives internal and external representatives from fire departments from within the Automatic Aid System. All evaluators shall hold equal or greater rank to the position being tested. All assessment center participants shall have received training in the Buckeye Fire Department assessment center process. Evaluators may be used for multiple stations if the need arises.

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The assessment center training should be conducted by a designated Buckeye Fire Department Chief Officer or Human resources representative prior to the beginning of the assessment center evaluations.

The assessment center shall be setup so that each participant has adequate time to prepare for incident command simulations, and scenarios. The number of simulations and scenarios shall be determined in the development of the promotional process; however, this number shall not be indicated to the candidate prior to the beginning of the assessment center.

- Incident Command Scenario – To include demonstration of strategies and tactics and Incident Command as well as development of an ICS chart, incident action plan, and safety considerations. Scenarios should be realistic and allow the candidate to utilize normal resources available to the Buckeye Fire Department. Each IC Scenario will be followed by questions from the evaluators to insure the candidate has a complete understanding of the scenario and the tactics used.
- Critical Thinking Scenario – To include demonstration of decision-making skills while planning for the day and dealing with multiple urgent situations.
- Conflict Resolution Scenario – To include the candidate's ability to effectively address a conflict or dispute in an effective manner required of a Battalion Chief.
- Presentation - To include demonstration of a candidate's ability to present a program to a simulated community group on a predetermined topic (topic will be assigned at the time of the assessment center, the topic will be of a general knowledge task or issue that someone working in the fire service would know).
- Writing assignment - A topic will be assigned to each candidate, this will be a take home assignment. The candidate will be assigned a due date and directions.

Panel Interviews: The panel shall consist of members representing the ranks of Battalion Chief or higher. The panel shall consist of five (5) internal and external representatives from fire departments within the Automatic Aid system. External Representatives shall be limited to a maximum of two (2) and shall hold equal or greater rank to the position being tested. All panel members shall have received training in the Buckeye Fire Department interview process.

The interview panel shall review each candidate's application, resume, and work record, history and other components of the testing process thus far. The interview will include pre-determined questions as well as follow-up questions that may deal with the candidates work record, job performance, experience, and goals and objectives. Depending upon the position, the questions may be of both an emergency and daily management nature. The questions will cover topics that would be expected of the position the candidates are applying for and/or that they currently hold. The panel will individually rank the candidates once all interviews are complete a consensus forced ranking sheet will be created by the panel.

After completion of all phases of testing the overall scores for each applicant should be computed as follows:

Assessment Center	45%
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Panel Oral Interview	55%
Maximum Score:	100%

Fire Chief Interview: The final candidates who are recommended will be scheduled for a Fire Chief interview. The individual interview time and locations will be given to candidates as openings occur. This interview shall be with the Fire Chief and/or his designee and will utilize the rule of three as defined in section 1091.6.

1091.11 DIVISION CHIEF PROMOTIONAL TESTING OVERVIEW

The position of Division Chief is a specialized position dependent upon division that performs all-encompassing of department operations, and is additionally responsible for the duties and responsibilities as defined within the Job Description. Division Chief testing will be on as needed basis.

1091.11.1 DIVISION CHIEF MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

All Division Chief's, regardless of division, are required to have the following qualifications:

- (a) Bachelor's degree in Fire Science, Public Administration or related course work.
- (b)
- (c) Considerable (10 or more years) experience in Fire Operations showing progressive work experience or related field of emergency services management.
- (d) Arizona State Certification as emergency medical technician at the basic level or higher.
- (e) Arizona State Certification at the Fire Officer Level II or equivalent.
- (f) Arizona State Certification at the Fire Instructor Level II or equivalent.
- (g) Possess a valid Arizona Driver's License,
- (h) Ability to accurately read and write the English language.
- (i) Must meet all other job requirements as described in the job description.
- (j) Must successfully complete the Buckeye Fire Department Division Chief testing process.

The Division Chief may also have the following desired qualifications:

- Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.
- Three or more years progressive administrative experience in the division applying for or related field.
- For Fire Prevention Division considerable (4 years) experience in plan review.
- For EMS division, must be an Arizona State Certified Paramedic or higher.

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Physical Fitness – Must successfully completed the city required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties and responsibilities with the Buckeye Fire Medical Rescue Department.

Post-Requisite Training

If a candidate does not have all the required certification at the time of hire, the Fire Chief may allow the individual up to one year to complete.

The individual(s) successfully promoted to the rank of Division Chief shall be assigned to mentorship with an Assistant Chief as designated by the Fire Chief for a period of, but not limited to, four (4) weeks.

Division Chief Promotional Process

Promotions for the position of Division Chief shall follow the following parameters and timeline. Position shall be posted with a closing application time of at least three (3) weeks.

Assessment Center: The assessment center portion of the examination shall be administered with each scenario or assessment lasting approximately 60 minutes per applicant. The assessment center evaluators shall consist of five (5) representatives internal and external from fire departments, preferably from an Automatic Aid department and shall be limited to a maximum of two (2) and shall hold equal or greater rank to the position being tested. All assessment center participants should have received training in the assessment center process. The assessment center training should be conducted by a designated Buckeye Fire Department Chief Officer prior to the beginning of the assessment center evaluations.

The assessment center shall be setup so that each participant has adequate time to prepare for incident command simulations and group meeting scenarios. The number of simulations and scenarios shall be determined in the development of the promotional process; however, this number shall not be indicated to the candidate prior to the beginning of the assessment center.

- Incident Command Scenario – To include demonstration of strategies and tactics and Incident Command as well as development of an ICS chart, incident action plan, and safety considerations. Scenarios should be realistic and allow the candidate to utilize normal resources available to the Buckeye Fire Department.
- Critical Thinking Scenario – To include demonstration of decision-making skills while responding to and or operating on an emergency incident required of company officers.
- Conflict Resolution Scenario – To include the candidate's ability to effectively address a conflict or dispute in an effective manner required of a company officer.
- Presentation – To include demonstration of a candidate's ability to present a program to a simulated community group on a predetermined topic (topic may be assigned after candidate successfully passes the written exam).

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- Group Meeting Scenario – To include demonstration of a candidate's ability to persuade subordinates, motivate a workforce, defend a position and anticipate stakeholder concerns. Scenario should contain topics that is realistic and understood by the candidate.

Panel Interviews: The panel shall consist of members of the department representing the ranks of Battalion Chief or higher. The panel shall consist of five (5) internal and external representatives from fire departments within the Automatic Aid system. External Representatives shall be limited to a maximum of two (2) and shall hold equal or greater rank to the position being tested. All panel members shall have received training in the Buckeye Fire Department interview process.

The interview panel shall review each candidate's application, resume, and work record and history. The interview will include pre-determined questions as well as follow-up questions that may deal with the candidates work record, job performance, experience, and goals and objectives. Depending upon the position, the questions may be of both an emergency and daily management nature. The questions will cover topics that would be expected of the position the candidates are applying for and/or that they currently hold. The panel will individually force rank the candidates once all interviews are complete a consensus forced ranking sheet will be created by the panel.

The final aspect of the promotional process for the position of Division Chief shall be the Fire Chief Interview. This interview shall be with the Fire Chief and/or his designee.

Fire Chief Interview: The final candidates who are recommended will be scheduled for a Fire Chief interview. The individual interview time and locations will be given to candidates upon completion of the panel interview.

After completion of all phases of testing the overall scores for each applicant should be computed as follows:

Assessment Center	35%
Panel Oral Interview	35%
Fire Chief Interview	30%
Maximum Score:	100%

1091.12 SENIORITY

Points added to the final score of the written exam for each candidate based upon length of service with the Buckeye Fire Medical Rescue Department. Seniority points will be awarded to candidates with a minimum passing score on the written promotional examination. Seniority points will begin to accumulate on the first day of employment with the Buckeye Fire Medical Rescue Department and will stop on the day of the written test. Points will be calculated at a rate of .042 per month, with a maximum of 5 total points allowed per candidate.

1091.13 PROGRAM ADMINISTRATION

The Fire Chief shall be responsible for all aspects of the promotional and testing processes. This process shall be reevaluated on a twenty-four (24) month basis from implementation to ensure

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relevancy and that all testing materials are accurate and up-to-date. The selected promotional materials will not change during the interim of this time period unless specific circumstances exist or unless specifically approved by the Fire Chief.