



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-036

March 3, 2025

TO: All Personnel

FROM: HR Director Day

SUBJECT: Battalion Chief Recruitment & Examination Process

Attached is the internal recruitment notice for the position of Battalion Chief, which also outlines the Promotional Examination Process. The resulting list will be a two-year merit promotion registry.

Interested candidates must submit a resume detailing their qualifications, a cover letter that explains their interest in the position, and NIMS ICS 400 Advanced ICS for Command and General Staff through the ApplicantPro link: <https://unifiedfire.applicantpro.com/internaljobs> by April 2, 2025.

The following items are attached for reference:

- 2025 Battalion Chief Announcement
- Battalion Chief Job Description
- Policy 910-040 Battalion Chief
- Memo 24-158 Battalion Chief Exam 2025

Good luck to all who are planning to participate! Thank you for your interest in the position.

Please get in touch with me if you have any questions regarding the announcement or the Battalion Chief Examination Process.