

**UNIFIED FIRE AUTHORITY**  
**INTERNAL RECRUITMENT AND EXAMINATION PROCESS NOTICE FOR**  
**BATTALION CHIEF**

**Recruitment period: March 3, 2025, to April 2, 2025**

**TO APPLY TO PARTICIPATE IN THE BATTALION CHIEF PROCESS:**

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.

**MINIMUM REQUIREMENTS FOR PARTICIPATION:**

- Valid driver license
- Two years as a UFA Captain or Staff Captain (by April 2, 2025) with a minimum of one year as a Captain in an operational assignment
- Nine (9) years in a UFA firefighter position (by April 2, 2025) with a bachelor's degree (or higher)  
OR  
Thirteen (13) years in a UFA firefighter position (by April 2, 2025) with an Associate degree
- NIMS ICS 400 Advanced ICS for Command and General Staff
- Successful completion of Incident Safety Officer (ISO) within one (1) year of promotion (based on availability)
- Successful completion of one NIMS ICS Command or General Staff All-Hazards training course within one year of promotion (based on availability)

**THE EXAMINATION PROCESS:**

**OVERALL EXAMINATION COMPONENTS AND WEIGHTS:**

	<u>First Phase</u>	<u>Final</u>
WRITTEN EXAMINATION	100%	10%
ASSESSMENT PROCESS	N/A	85%
SENIORITY	Tie-break only	5%

**FIRST PHASE INFORMATION:**

The first phase of the examination process is a written examination, which will be held at the ECC at the following times:

- Wednesday, April 16<sup>th</sup> at 9:00 a.m.
- Thursday, April 17<sup>th</sup> at 2:00 p.m.

## CANDIDATES MAY ATTEND EITHER OF THE TWO TESTING SESSIONS

The examination will be multiple-choice. Candidates do not need to bring anything with them to the examination. Candidates may use scratch paper during the examination but will not have access to reference materials or phones. The examination questions will be drawn from the following source materials as identified in UFA Memorandum #24-158 (attached):

- IFSTA Chief Officer, 4<sup>th</sup> edition
- Fire Department Incident Safety Officer, 3rd edition
- Identified UFA policies and procedures, SOG's and SOP's and Interlocal Agreement

If there are more than fifteen qualified candidates who apply by the deadline and take the written examination, then first-phase scores will be calculated based on the written examination score. The top fifteen candidates will advance and be invited to participate in the final phase of the process. If there are candidates with tying scores at the #15 spot, then seniority will be used as the tiebreaker.

If there are fifteen or fewer qualified candidates who apply by the deadline and take the written examination, first phase scores will not be necessary, and all eligible candidates will be allowed to participate in the final phase.

### FINAL PHASE INFORMATION:

The final phase of the examination process will be the Assessment Process. The process will include three exercises as described below and will be held at the Administrative Office/ECC (3380 So. 900 W.) on April 28 and 29.

Candidates will receive email notification of their written score by April 21<sup>st</sup>. And, if the candidate is advancing, that same email notification will include notification of his or her assigned examination date and time, which will normally be on an off-duty day. Candidates should wear class-B uniforms for the exercises and will complete the entire process in one day.

Each part of the assessment process will be rated by three evaluators, one will be an officer from UFA and the other two will be officers, retired officers, from external organizations/jurisdictions. One or more facilitators from UFA, and a representative from Local 1696, may be present in each of the assessment process exercises, however those individuals will not be participating in the evaluation of the candidates.

#### Assessment Process Exercises:

- 1) **INCIDENT EXERCISE** – Candidates will be presented with information describing one or more incidents. Candidates will be expected to work through the incident(s) chronologically as if they were a Battalion Chief. Candidates should not simulate radio traffic but speak freely to your assessment of the incident, incident objectives, operational priorities, tactics and tasks assigned, and rationale. Be prepared for questions from the evaluators about your incident action planning and decision-making.
- 2) **PROBLEM SOLVING/PRESENTATION EXERCISE** – Part 1: Candidates will be presented with information describing a scenario that a Battalion Chief might face, such as an administrative issue, a complex personnel problem, and/or a customer/client problem. Candidates will be

expected to discuss the issues and outline their plans for dealing with the issues with the evaluators. Candidates will be given preparation time to review the information related to the scenarios before appearing before the evaluators. Candidates will have access to a laptop computer during the preparation period. Part 2: The candidate will deliver a presentation to the evaluators as part of the problem-solving exercise with time allocated for questions and answers. Additional information along with the topic will be provided to the eligible candidates with the written examination scores.

- 3) ORAL BOARD – Candidates will be asked general supervisor-level interview questions and experiential (“describe a time when”) questions. Candidates will also be expected to discuss their resume, cover letter, and their readiness and preparation regarding the role of Battalion Chief. Resumes and cover letters will be provided to the Oral Board evaluators. The candidate does NOT need to bring copies with them.

The Overall Assessment Process Score will be calculated according to the following weights:

Incident Exercise	35%
Problem Solving Exercise	35%
Oral Board	30%

### **ESTABLISHING and PROMOTING FROM THE FINAL PROMOTIONAL LIST:**

Once all testing is complete, scores will be calculated for each component.

In order to be placed on the final promotional registry, a candidate must:

- Have a score that is 60% or above on the Incident Exercise AND
- Have an overall Assessment Process score that is 60% or above

Final scores will be calculated for the individuals who are eligible to be placed on the final promotional registry according to the following weights:

ASSESSMENT PROCESS	85%
WRITTEN EXAMINATION	10%
SENIORITY*	5%

\* For the raw seniority score, candidates will receive a one-half point each year (up to a maximum of twenty years) of UFA-credited employment as a full-time merit firefighter.

Individuals will be ranked on the final promotional registry according to their final score.

The final promotional list will be used to fill vacancies for a two-year period. For the period of time the promotional registry is in effect, as vacancies occur, the top five ranking active candidates (plus one for each additional opening) will be certified from the registry and considered for selection/promotion. The Emergency Services Assistant Chief and the Operations Chief will conduct interviews and review promotional evaluations to assist in selecting the best candidate for the vacancy.

Also, as part of the selection process, the selection committee will review applicable documents from the

candidates' official personnel files in accordance with UFA Policies and Procedures, Confidentiality of Personnel Records, and Discipline. Such documents include performance evaluations and related documents, letters of commendation, training records, certificates of achievements and awards, and disciplinary records, subject to the restriction that minor discipline will only be considered if it was within two years and major discipline will only be considered if it was within five years.

After reviewing all the information, the Emergency Services Assistant Chief and the Fire Chief can select any of the five candidates for promotion; the candidate's rank order on the promotional list is not the deciding factor. So, for example, if there were three vacancies, they would consider the top seven ranking active candidates and could select any three. But, again, they are not required, obligated, or expected to promote straight down the list.

Suppose the individual selected for promotion is currently serving as a Division Chief. In that case, the Section Chief can choose to transfer them to the Battalion Chief position in Operations or have them remain in their current Division Chief position. If the Section Chief elects to have them stay as a Division Chief, a new selection process will be conducted to fill the Battalion Chief.