

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Administration Policies	
	Title: Battalion Chief	
	Number: 910 - 040	
	Approved: 2/1/2024	By: Fire Chief Dominic Burchett
Last Reviewed:	By:	

REFERENCES:

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Filling of Job Vacancies](#)
- [UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)
- [UFA Policy and Procedure – Division Chief](#)
- [UFA Policy and Procedure – Recruitment](#)
- [UFA Policy and Procedure – Examinations](#)
- [UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries](#)

PURPOSE:

The purpose of the Professional Development Plan is to provide information on the minimum requirements and the selection process for the position of Battalion Chief.

POLICY:

When a selection process for any position occurs, there will be a recruitment notice issued by the Human Resources Division. That notice will have details regarding the minimum requirements and selection procedures for the position, and will be issued in accordance with UFA Policy and Procedure - Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc. For positions involving a registry, this notice will be posted at least one month prior to the date of the written exam portion of the process.

The recruitment notice will include information regarding process to apply, the specific minimum requirements, an overview of the process including the weight for each exercise, the number of candidates who will be advancing past the initial hurdle test, and the dates scheduled for each portion of the process. Administration will endeavor to maintain the specific dates identified in the notice, however, should a situation arise that forces a change in dates, Local 1696 will be consulted prior to determining a revised schedule.

OVERVIEW OF THE POSITION AND DEVELOPMENT OPPORTUNITIES

The Battalion Chief position oversees an operational battalion and commands and directs all firefighting, emergency medical service (EMS), and other related emergency operations.. Battalion Chiefs plan, manage, and organize all programs and activities for their respective battalions. They may also be assigned as the Health and Safety Officer or as the Fire Training Division Chief. Work in this position requires considerable independence and professional decision-making.

Personnel aspiring to this rank are encouraged to learn all they can from the experienced Battalion Chiefs currently holding the rank. Spending time with these mentors will help interested Captains learn the intricacies of the position and help them understand the scope and importance of the role.

UFA will host a Battalion Chief Academy and other development workshops; these will provide opportunities for personnel to receive training and instruction on key portions of the role and better prepare Captains to be competitive for the position. In addition, workshops and seminars are available from several outside sources that may assist in the development. Successful candidates will normally be preparing more for the position than the test alone.

Personnel interested in the role of Battalion Chief are encouraged to be involved in the UFA and should consider taking a variety of assignments to better grasp the overall vision and mission of the UFA. While this is not a requirement for promotion, a well-rounded Captain with a deep knowledge of the UFA and the Fire Service will normally perform better as a Battalion Chief and on the test itself.

1.0 Minimum Requirements:

1.1 Valid Driver License.

1.2 Two years as a UFA Captain/Staff Captain with a minimum of one (1) year as a UFA Captain in an operational assignment.

1.3 Nine (9) years in a UFA firefighter position *with* a bachelor's degree (or higher).

OR

Thirteen (13) years in a UFA firefighter position *with* an Associate degree.

1.4 NIMS ICS 400 Advanced ICS for Command and General Staff

1.5 **FUTURE REQUIREMENT:** Completion of a Battalion Chief task book and qualification assessment process. The specifics of this process and the time frame for implementation will be reviewed by Local 1696 and PAC prior to adoption.

2.0 Training and certifications required following promotion for the rank:

2.1 Successful completion of Incident Safety Officer (ISO) within one (1) year of promotion (based on availability).

2.2 Successful completion of one NIMS ICS Command or General Staff All-Hazards training course within one year of promotion (based on availability).

3.0 Establishing the Promotional Registry.

3.1 A promotional process will normally be administered during the spring of odd numbered years. A promotional registry will be created in accordance with UFA Policy and Procedure, Filling of Job Vacancies and UFA policies covering recruitment, examinations, registries, etc.

- 3.2 A written exam will serve as an evaluation of general knowledge and, if necessary, as the initial “hurdle” to reduce the number of applicants to a manageable number for the assessment process. The exam will be based on selected UFA policies and up to four written sources, such as textbooks. Administration will identify these materials at least four months prior to the scheduled date of the written exam. In addition to serving as the “hurdle” test, the written exam score will also account for a portion of the final score as indicated in paragraph 3.4.
- 3.3 An assessment process will be administered to evaluate the candidates based on the values of the organization, Expectations of UFA Leaders, and the details provided in the job description, particularly the principal responsibilities and leadership competencies. The scoring will be done by two (2) external evaluators and one internal evaluator of the rank of battalion chief or higher. Additionally, IAFF Local 1696 will be invited to observe all exercises.
- 3.4 Final scores will be issued based on the weights identified in the recruitment notice. Seniority will account for five percent of the final score. Individuals will be rank ordered on the promotional registry according to their final score. Individuals who do not receive a passing score on the assessment process will not be placed on the final registry.

4.0 Selecting from the Promotional Registry

- 4.1 For the period of time the promotional registry is in effect, as vacancies occur, individuals will be considered for selection/promotion following the ‘rule of five’ (considering the top five ranked candidates from the registry for the first vacancy plus one additional candidate for each additional vacancy). The Merit System Coordinator will present this selection list to the Fire Chief for his or her consideration.

NOTE: The change from a ‘rule of three’ to a ‘rule of five’ for Battalion Chief will take effect with the 2025 Battalion Chief Promotional Process.

- 4.2 Each Candidate will have a promotional survey conducted through HR and an interview with internal evaluators selected by the Fire Chief. The candidate will be provided with the results of their promotional survey prior to the interview. Local 1696 will be invited to participate as an observer during the interview, however, Local 1696 will not be a participant in the final deliberation.
- 4.3 The Fire Chief has the discretion to select any one of the candidates after the interview and may consider any related information during this deliberation phase of the process. Information such as the employees personnel file, annual evaluations, or follow-up discussions with other personnel are typical areas that may be reviewed.
- 4.4 Candidates not selected will retain their rank (or adjusted rank) on the promotional registry to be considered for future vacancies. If the next selection process happens within six months, the non-selected candidate will have the option of having a new survey or utilizing their previous one.

5.0 Captains and Battalion Chiefs currently serving as a Division Chief.

- 5.1 At the discretion of the Section Chief, if the individual selected for promotion is currently serving as a Division Chief, the Section Chief will have the option of transferring the individual to a Battalion Chief position in Operations or leave them in their current Division Chief position. If the individual remains as a Division Chief, then a new selection process as described in section 4.0 will be conducted to fill the Battalion Chief vacancy.
- 5.2 A Battalion Chief serving as a Division Chief has the option of taking a Battalion Chief assignment prior to the position being filled from the Promotional Registry. In this case, the Division Chief vacancy will be filled in accordance with the Division Chief policy.

6.0 Assignments

- 6.1 A Battalion Chief will be assigned at the discretion of the Assistant Chief of Emergency Services as the Fire Training Chief and requires one year as an Operations Battalion Chief. The Fire Training Chief leads and directs all fire training activities for the UFA. Although the Fire Training Chief works a 40-hour/weekday schedule, the position is not a Division Chief and as such will be filled from among the pool of promoted Battalion Chiefs.
- 6.2 A Battalion Chief will be assigned at the discretion of the Assistant Chief of Administration and Planning in consultation with the Assistant Chief of Emergency Services and Operations Chief as the Health and Safety Officer and requires one year as an Operations Battalion Chief. Although the Health and Safety Officer works a 40-hour/weekday schedule, the position is not a Division Chief and as such will be filled from among the pool of promoted Battalion Chiefs.

- 7.0 Battalion Chiefs are eligible to apply for Division Chief assignments through a competitive process as outlined in UFA Policy and Procedure - Division Chief.

Replaces policy dated: August 24, 2023



Leadership Competencies	Sort Completed: January 2021
Position: Battalion Chief	Approved: February 23, 2021

12. Decision Quality: Making good and timely decisions that keep the organization moving forward.

2. Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

1. Ensures Accountability: Holding self and others accountable to meet commitments.

20 Interpersonal Savvy: Relating openly and comfortably with diverse groups of people.

7. Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

37. Drives Vision and Purpose: Painting a compelling picture of the vision and strategy that motivates others to action.

10. Courage: Stepping up to address difficult issues, saying what needs to be said.

36 Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

29. Demonstrates Self-Awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

26 Being Resilient: Rebounding from setbacks and adversity when facing difficult situations.