



LIEUTENANT EXAM ANNOUNCEMENT

Civil Service Commission

OPEN TO ALL QUALIFIED INTERNAL & EXTERNAL CANDIDATES

CRFR--\$8,069/MONTH + INCENTIVES

POSTED: December 22, 2020

FILING DEADLINE: January 11, 2021 by 1600 hours CRFR Administrative Office
APPLICATIONS ACCEPTED VIA MAIL, EMAIL, OR FAX
270 COLUMBIA BLVD, ST. HELENS OR 97051
NELSONM@CRFR.COM
503-397-3198

WRITTEN EXAM: January 19, 2021

LOCATION: TBD, Successful candidates will be notified on or about January 14, 2021 with location and time. Please include contact phone number and email with application packet.

ASSESSMENT CENTER: January 20, 2021

LOCATION: TBD, Successful candidates passing the written exam will be notified of their appointment time and location for the assessment center.

GENERAL INFORMATION

Columbia River Fire & Rescue will be holding a Lieutenant's exam for the purpose of establishing a Lieutenant Candidate Eligibility roster.

The roster will be used to establish candidate eligibility for the position of Lieutenant. In the event that any hiring opportunities arise during the roster's term of validity, positions will be filled from those eligible candidates.

ELIGIBILITY QUALIFICATIONS

To participate in the testing process, eligible candidates must meet the current requirements as set forth by CRFR. Those requirements are attached to this announcement.

GENERAL FUNCTION OF THE POSITION

The Lieutenant plans, organizes and supervises the work of firefighter/ EMTs. Responds to emergencies with their crew and effectively places resources at the emergency scene, managing the company's emergency activities. The Lieutenant supervises non-emergency activities including facility, apparatus and equipment maintenance, training activities and fire prevention. The Lieutenant may be assigned administrative responsibilities as needed.

FILING PROCESS

A district application, letter of intent, writing assignment, resume and supporting documentation must be submitted to the CRFR Administrative Office by January 11, 2021.

The letter of intent should include a statement of the candidate's desire to participate in the exam process and why that candidate would be successful as a company officer for Columbia River Fire & Rescue.

If a candidate has applied for a required DPSST Certificate **prior** to the application filing deadline (January 11, 2021) for the Lieutenant exam, the candidate will be allowed to proceed in the process while awaiting the certificate from DPSST. This exception is for candidates that are seeking a certificate for the minimum qualifications. The candidate must have completed the class, course work, task book, and filed the request for certificate to be considered prior to the filing deadline as stated above.

TESTING PROCESS

The testing process will be used to develop a Lieutenant Eligibility Roster for the purpose of determining candidate eligibility for hire. Eligibility will be based on the candidate's ability to successfully complete each element of the following testing process. Each section of the testing process listed below must be passed with a minimum 70% score:

Section 1: Application Process- Application process will consist of a letter of intent, resume and a writing assignment. Items that should be turned in on the due date include: letter of intent, completed promotional application with appropriate supporting documentation and completed writing assignment. The written assignment shall be an answer for the question provided. This assignment will evaluate the candidate's ability to articulate thoughts to written form and do so using proper spelling and grammar. (Weight 10%)

Section 2: Basic Knowledge Written Exam – A basic knowledge exam will be administered to assess the candidate's understanding of the fire service company officer. Exam content will be based on industry standard textbooks as listed under Exam References: (Weight 15%)

Exam References:

- IFSTA: Fire and Emergency Services Company Officer 6th Edition

Total time for the complete exam is estimated at two hours. Eligible candidates must successfully complete the written exam with a minimum passing score of 70%. The passing score is based upon the true score, 70% or higher. There will be no roll-ups or adjustments. Example: 69.6% will be the

true score for the candidate, not 70% based upon a roll up or rounding of the score. Scores will be carried out to the tens' place after the decimal point, example: 75.26%.

The written exam will carry a 15% weighting toward the final composite score.

Section 3: Assessment Center – Used to assess candidates in a variety of job-related performance dimensions. These dimensions may include but are not limited to leadership, coaching, counseling, problem solving, decision making, planning, organizing, adaptability and flexibility, stress tolerance, technical, oral, and written. (Weight 75%).

Description – Candidate performance is evaluated as they function as a lieutenant in a series of job-related scenarios. The process requires candidates to perform in the lieutenant's role, allowing them to demonstrate their leadership potential. Evaluators evaluate candidate skills, abilities, and overall position suitability against a series of relevant performance dimensions.

Process - Each candidate will participate in a minimum of three exercises consisting of 2 separate incident scenarios and a personal conflict. Each exercise will be evaluated using a minimum of two evaluators who will rate candidate performance against given criteria. Each exercise will be scored independently with equal weighting and a minimum required passing score of 70%. Candidates must successfully pass each of the exercises in order to pass this portion of the testing process. The scores of each exercise will combine to form an assessment center score carrying a 75 % weighting toward the final composite score.

OFFICER APPOINTMENT

Final appointment will be as per Civil Service Rules - Rule 7, Section 3. If the process results in an insufficient number of successful candidates for appointment, the District may re-test at a later time.

In accordance with District policy, Civil Service Rules and the labor agreement, appointments are subject to 12-month probationary period.

APPEALS

Any and all appeals of the testing process must follow Rule 9 of the Civil Service Commission System & Rules. Final results and the eligibility roster will be posted ten (10) business days after certification of exam by the Civil Service Commission.