



City of Dallas

CIVIL SERVICE DEPARTMENT

ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF:

FIRE BATTALION SECTION CHIEF (44008)

DALLAS FIRE RESCUE DEPARTMENT

PART I – WRITTEN EXAM

TO BE GIVEN ON WEDNESDAY, AUGUST 14, 2019 AT 9:00 A.M.

(CHECK-IN BEGINS AT 8:30 A.M.)

AT DALLAS CITY HALL

CIVIL SERVICE DEPARTMENT

1500 MARILLA ST. ROOM 1-C SOUTH

Minimum Requirements for Promotion

CODE OF RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD –

Battalion/Section Chief: Those employees who have served in the Fire Department for seven years and who have served as Fire Captain for eighteen months shall be eligible for promotion to this rank. (Civil Service Rule XIV, Section 1. B. (1) (m))

Those candidates who will meet the eligibility criteria by February 14, 2020 may compete on this examination but will not be eligible for promotion until they have successfully completed service required for promotion. (Civil Service Rule XIV, Section 1. B. (2) (a))

Application to take the Written Exam

All eligible candidates wishing to take this examination must submit a promotional application. The application can be found on the City of Dallas Internal Positions Employment Opportunities webpage at:

<http://dallascityhall.com/departments/humanresources/employment/Pages/Internal-Positions.aspx>

Applications will be accepted from Wednesday, May 15, 2019 until Friday, June 14, 2019. You must register no later than 11:59 p.m. on Friday, June 14, 2019, or you will not be allowed to take this examination.

When you have signed up successfully for the test on the NEOGOV system, you will receive an automated email confirmation from NEOGOV (to the email address you designate on your application). In addition, you will receive an email notification from the Civil Service Department with your eligibility status on July 1, 2019.

Fire Battalion Chief Promotional Process – Part I

This promotional process consists of two parts. Part I consists of a multiple-choice knowledge examination and will cover relevant knowledge areas from the source list attached (Appendix A).

Candidates must pass the written examination (Part I) to compete in the assessment center (Part II). The passing score for Part I of the examination will be set as described in the WRITTEN EXAMINATION PROCEDURES. The WRITTEN EXAMINATION PROCEDURES will be sent to you on July 1, 2019. Failure to follow these procedures may disqualify you from taking the written exam. The results of Part I of the examination will be combined with the results of Part II to determine the final score for those individuals completing both parts.

The multiple-choice examination will contribute **39%** and the assessment center will contribute **61%** to a candidate's overall promotional score. These weights were determined by the job analysis for the position conducted in 2016.

Fire Battalion Chief Promotional Process – Part II

Part II consists of an Assessment Center containing three exercises.

Those candidates passing Part I of the promotional process will have the opportunity to attend an Assessment Center orientation. These orientation sessions will be held Monday, September 9 and Tuesday, September 10, 2019. Additional information will be provided in Announcement II which will be distributed on August 14, 2019.

Part II of the examination is scheduled for administration on **Wednesday, October 9 through Friday, October 11, 2019**. Details of the schedule will be provided to individuals eligible to compete in this part of the examination.

In accordance with the policy of the Civil Service Board, assessment center test exercises will not be subject to review.

ADA Accommodation Requests

Any candidate who requires an accommodation for Part I or Part II of this examination, in accordance with the Americans with Disabilities Act (ADA) must make this request for accommodation in writing to the Civil Service Department. ADA accommodation requests for Part I must be received by Monday, July 15, 2019. ADA accommodation requests for Part II must be received by Friday, September 13, 2019.

Source List Information

Test items will be based upon the source material provided in Appendix A of this announcement.

Important Dates

Date	Event
Part I: Written Exam	
5/15/19	Application period opens
6/14/19	Application period closes
7/1/19	Written exam orientation video is posted
7/15/19	ADA accommodation requests for the written exam due
8/14/19	Written exam administered
8/19/19	Preliminary written exam scores posted
8/20/19 – 8/23/19	Written exam item review period
8/26/19 - 8/27/19	Written exam item comment period
8/29/19	Final written exam scores posted
Part II: Assessment Center	
9/9/19 – 9/10/19	Assessment center orientation sessions
10/9/19 – 10/11/19	Assessment center administration
10/25/19	Combined promotional scores posted

**APPENDIX A
City of Dallas
Civil Service Board
Source List for
2019 Fire Battalion Section Chief
Promotional Examination**

The written exam items will be written from the following sources. Items will not be written from the omitted sections below.

Omissions: All Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Appendices, Maps, and Case Studies.

City of Dallas/Fire Department Publications:

Manual of Procedures (MOPs):

1. Dallas Fire Department Manual of Procedures (MOPs) 100 – Organization
2. Dallas Fire Department Manual of Procedures (MOPs) 200 – Administration
3. Dallas Fire Department Manual of Procedures (MOPs) 300 – Department Operations
4. Dallas Fire Department Manual of Procedures (MOPs) 400 – Pay and Personnel
5. Dallas Fire Department Manual of Procedures (MOPs) 500 – Internal Investigations and Discipline
6. Dallas Fire Department Manual of Procedures (MOPs) 600 – Emergency Response Procedures
7. Dallas Fire Department Manual of Procedures (MOPs) 700 – Code of Conduct
8. Dallas Fire Department Manual of Procedures (MOPs) 800 – Vehicles, Facilities and Equipment

Standard Operating Procedures (SOPs):

1. Dallas Fire Department Standard Operating Procedures (SOPs) 100.00 – Emergency Medical Services (EMS)
2. Dallas Fire Department Standard Operating Procedures (SOPs) 100.00 – Emergency Response Bureau (ERB)
3. Dallas Fire Department Standard Operating Procedures (SOPs) – Special Operations Procedures (SPOPS)
Aircraft Rescue and Fire Fighting (ARFF)

Hazardous Materials Response (HazMat)

Marine 1

APPENDIX A

Urban Search and Rescue (USAR)

Water Rescue

Wildland Urban Interface (WUI)

Technical Publications

1. Elevator Emergencies (2008)
2. Hydrant System Reporting (2016)

City of Dallas Publications

1. City of Dallas Personnel Rules (2016)
2. Administrative Directive (AD) 3-63 Workplace Violence

Non-Departmental Publications

Technical Publications

1. Firefighting Operations (In High-Rise and Standpipe-Equipped Buildings)
David M. McGrail (hardcover) Copyright 2007 Penwell Corporation
ISBN-13: 978-1-59370-054-6
2. Fire and Emergency Services Administration: Management and Leadership Practices 2nd Edition
L. Charles Smeby, Jr. Copyright 2014 Jones & Bartlett
ISBN 978-1-4496-0583-4
3. The Art of Reading Buildings
John Mittendorf & Dave Dodson Copyright 2015 Penwell Corporation
ISBN 978-1-59370-342-4

Management Publications

1. First Fast Fearless: How to lead like a Navy Seal
Brian "Iron Ed" Hiner Copyright 2016 McGraw-Hill
ISBN 978-007184488-8
2. Incident Management for the Street-Smart Fire Officer 2nd Edition
John "Skip" Coleman Copyright 2008 Penwell Corporation
ISBN-13: 978-1593701505

NOTE: To ensure candidates may adequately prepare for this examination, revisions/amendments/changes to the above-mentioned sources that occur after May 15, 2019, will **NOT** be included on the examination.