



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 persons 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 to 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 at the written examination site.

Part II of the examination is scheduled for administration on **Wednesday - Friday, October 9 - 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. Feedback will be provided to individuals on all assessment center exercises they complete.

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 rather than any revised source material that may be issued subsequent to the exam notice but prior to the administration of the actual exam.

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

**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 or the blanket omissions below.

Blanket Omissions: All Acknowledgements, Dedications, Tables of Contents, Forwards, Introductions, Indexes, Appendices, Charts, Graphs, Pictures, Figures, Illustrations, Maps, Forms, Case Studies, Examples, and Captions.

City of Dallas/Fire Department Publications:

Manual of Procedures (MOPs):

1. **Dallas Fire Department Manual of Procedures (MOPs) 100 – Organization**

No Omissions

2. **Dallas Fire Department Manual of Procedures (MOPs) 200 – Administration**

All sections **except:**

Omit the following:

Section 201.00	Entire section	Awards and Recognition
Section 202.00	Entire section	Computer Equipment Procurement
Section 204.00	Entire section	Explorer Program
Section 206.00	Entire section	Funeral Procedures
Section 209.00	Entire section	Records Management

3. **Dallas Fire Department Manual of Procedures (MOPs) 300 – Department Operations**

All sections **except:**

Omit the following:

Section 304.00	Section 304.08	Team Structure
Section 306.00	Entire section	Facility Inspections (other than fire stations)
Section 310.00	Entire section	Logo Program
Section 315.00	Section is empty	(RESERVED) Promotional Process
Section 317.00	Section is empty	(RESERVED) Safety Plan
Section 320.00	Entire section	US Flags
Section 324.00	Entire section	Adopt-A-Station Program

4. **Dallas Fire Department Manual of Procedures (MOPs) 400 – Pay and Personnel**

All sections **except:**

Omit the following:

Section 409.00	Entire section	Survivor Benefits
Section 410.00	Entire section	Retirement Application Process
Section 416.00	Entire section	Lawson/Time Cards
Section 417.00	Entire section	Sexual Harassment
Section 418.00	Entire section	Workplace Violence
Section 420.00	Entire section	Reinstatement Policy for Uniformed Members

APPENDIX A

5. Dallas Fire Department Manual of Procedures (MOPs) 500 – Internal Investigations and Discipline

No Omissions

6. Dallas Fire Department Manual of Procedures (MOPs) 600 – Emergency Response Procedures

No Omissions

7. Dallas Fire Department Manual of Procedures (MOPs) 700 – Code of Conduct

All sections **except:**

Omit the following:

Section 701.00	Entire section	Oath of Office
Section 711.00	Section 711.17	Award Bars

8. Dallas Fire Department Manual of Procedures (MOPs) 800 – Vehicles, Facilities and Equipment

All sections **except:**

Omit the following:

Section 802.00	Section 802.05	Care of Lawn and Landscapes
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Standard Operating Procedures (SOPs):

1. Dallas Fire Department Standard Operating Procedures (SOPs) 100.00 – Emergency Medical Services (EMS)

All sections **except:**

Omit the following:

Section 102.00	Entire section	Patient Assessment and Documentation
Section 103.00	Section 103.03	Equipment
Section 107.00	Entire section	Coordination with Physician at the Scene of a Medical Emergency
Section 109.00	Entire section	Equipment
Section 110.00	Entire section	Transports
Section 112.00	Entire section	Termination of Field Resuscitation
Section 116.00	Entire section	Certification and Recertification
Section 117.00	Entire section	Inventory
Section 121.00	Entire section	Guidelines for HIPAA Privacy Rule Compliance LifePak 1000 Defibrillator Information Appendix

2. Dallas Fire Department Standard Operating Procedures (SOPs) 100.00 – Emergency Response Bureau (ERB)

All sections **except:**

Omit the following:

Section 102.00	Entire section	Care of Fire Hose
Section 104.00	Entire section	Coordination of Engine, Truck and Rescue Units
Section 126.00	Entire section	Watch Duty
Section 132.00	Pages 3-26	Company Evolutions

APPENDIX A

3. Dallas Fire Department Standard Operating Procedures (SOPs) – Special Operations Procedures (SPOPS)

Aircraft Rescue and Fire Fighting (ARFF)

All sections **except:**

Omit the following:

Section 101.01	Entire section	Initial ARFF Certification
Section 101.02	Entire section	Assignment to the ARFF Program
Section 101.03	Entire section	ARFF Recurrent Training Requirements
Section 101.04	Entire section	ARFF Apparatus Qualification
Section 101.05	Entire section	Pre-Assigned Monthly Training
Section 102.02	Entire section	ARFF Training Records
Section 103.02	Entire section	Operational Readiness and Inventory Inspection

Hazardous Materials Response (HazMat)

No Omissions

Marine 1

All sections **except:**

Omit the following:

Section 304.00	Entire section	Training
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Urban Search and Rescue (USAR)

All sections **except:**

Omit the following:

Section 406.00	Entire section	Training Requirements
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Water Rescue

All sections **except:**

Omit the following:

Section 503.00	Entire section	Positions and Descriptions
Section 506.00	Entire section	Training
Section 507.00	Entire section	Reports

Wildland Urban Interface (WUI)

All sections **except:**

Omit the following:

Section 604.00	Entire section	Qualifications
Section 605.00	Entire section	Task Book Procedures
Section 606.00	Entire section	Classroom Training
Section 610.00	Entire section	Physical Fitness

Technical Publications

1. Elevator Emergencies (2008)
No Omissions
2. Hydrant System Reporting (2016)
No Omissions

City of Dallas Publications

1. City of Dallas Personnel Rules (2016)
All sections **except:**

Omit the following:

- Article I. General Provisions
- Article II. Compensation
- Article IV. Benefits
- Article VII. Wage Supplementation

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

All chapters **except:**

Omit the following:

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|------------|---------------|-----------------------------|
| Chapter 8 | Pages 127-132 | Hoseline Selection |
| Chapter 9 | Pages 143-163 | Nozzle Selection |
| Chapter 10 | Pages 165-179 | The Standpipe Equipment Kit |
| Chapter 18 | Pages 295-311 | Air Support Operations |
| Chapter 20 | Pages 321-339 | Preparing for Battle |

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