

# **CITY OF ALCOA FIRE DEPARTMENT**

## **HIRING AND PROMOTIONAL PROCESSES SCOPE AND PURPOSE**

### **PURPOSE**

The purpose of this document is to set a standard procedure for Hiring and Promotions within the Alcoa Fire Department for the positions inclusive of Fire Fighter through Captains. And to give those assigned to administer this process a clear understanding of the process and what it entails.

Following this process will enhance the evaluation procedure and recommendation for promotion in an objective manner rather than in a subjective manner. The result of this process will be a recommendation of the best overall candidates for the job presented to the Fire Chief on an Eligibility List. This process will also insure uniformity of the promotional process from position to position.

### **SCOPE**

It is imperative that the fire service personnel be qualified and capable of efficiently performing the wide range of services necessary to protect life and property.

The primary goal is to evaluate an individual's capability of assuming a higher level of responsibility on something more than years of service. Thus it is essential that standards be clearly prescribed so that personnel will have sufficient opportunity to prepare themselves. If a new position is in question, the standards should be realistic and not tailored to a particular individual.

The process should then evaluate an individual against the set standard for the position being applied for and an eligibility list developed for the appointing authority to use in making the appointment(s).

The standards for each position within the City of Alcoa Fire Department are found in the department's Organizational Chart, General Orders, and the Duties, Responsibilities, Essential Functions and Minimum Education Requirements in the Job Descriptions.

### **THE PROCESS**

There are general elements within the standard process, but all elements may not apply to each position's promotional process.

In general, the process consists of the following parts:

- a. Application for position
- b. Records Review
- c. Written Evaluation
- d. Practical Evaluation
- e. Eligibility List generated
- f. Oral Interview by the Hiring Committee
- g. Filling the position

## HIRING PROCESS

### Application:

- a. Applications are taken when a position is posted as open within the City of Alcoa and may be published in the local newspapers. Those applications received during the time of posting will be considered for the open position.
- b. Interested candidates may apply by completing an application at the City Of Alcoa Human Resources Department.
- c. Applications shall be filled out completely and returned to the City's Human Resource Department.
- d. Where documents are incomplete, late points shall be taken from the minimum acceptable eligibility points.

### Evaluation Process:

- a. After the closing period for the position, applications are reviewed by the Fire Chief and passed to the Deputy Chief for review.
- b. Applicants that meet the City Of Alcoa Fire Department requirements are asked to take a written test.
- c. If the candidate passes the written test then the candidate maybe asked to take the agility test and interview.
- d. Process will consist of 100 points:
  1. 25% - Review of application and required documents.
  2. 25% - Written Evaluation requires a 70% passing score to continue.
  3. 25% - Physical Agility Test (Pass/Fail) – completion within maximum time limit is required to continue the process.
  4. 25% - Oral Interview.
- e. Rating Scale
  - 5 – Strong
  - 4 – More than Adequate
  - 3 – Adequate or Acceptable
  - 2 – Less than Adequate
  - 1 – Weak

### Written Test:

- a. The written test counts 25% of the eligibility list score and requires a score of 70 or greater to continue.
- b. Evaluations will be graded upon completion of test.
- c. Before starting the written test the candidate will need to provide their driver's license for identification.
- d. If the candidate scores 70% or higher he/she may be asked to continue the hiring process by taking the Fire Department's Physical Agility Test.

## Physical Agility Test:

- a. All candidates will be assembled together to be given instructions. At the end of each instruction, the candidates will be asked if they have any questions. All questions will be answered in the presence of all candidates. No individual questions will be answered once the candidates have been separated.
- b. No candidate will be allowed to watch others as they go through each evolution.
- c. Since some candidates may have previous fire service experience and others may not, a demonstration of each evolution will be demonstrated in the presence of all candidates.
- d. Minimum time standards are set for each evolution and completion times will be recorded for each evolution.
- e. Trained EMS personnel will be at the site during the entire test procedure.

## The Agility Test

### 1. Ladder Climb

#### Description:

While wearing a helmet and gloves the candidate will raise a 24 foot pumper ladder which has previously been placed perpendicular to the wall with the heel of the ladder placed the proper distance from the wall. Two full time Alcoa Fire Department firefighters will stand at the base of the ladder to hold it in the upright position and to serve as "heels".

The candidate will raise the ladder by "walking it up", then raise the fly section of the ladder to the correct height and placing it against the wall. The candidate will climb to top of ladder and touch the top rung with their hand and return down the ladder, without freezing.

**Completion Time: 1 minute and 15 seconds**

### 2. Aerial Ladder Climb

#### Description:

The Alcoa Fire Department Ladder Truck will be set-up and stable on level ground. The ladder will be extended forward to its maximum reach of 65 ft. and at a 60 degree angle. The candidate will wear helmet, gloves and safety belt and hook.

The candidate will climb to the top of the ladder touching each rung and hook the safety belt onto the third rung from the top. Then the candidate will unhook the belt and descend the ladder to the bottom platform, touching each rung.

**Completion Time: Two minutes and 15 seconds**

### 3. Ladder Raise

#### Description:

A 16-foot roof ladder, weighing approximately 35 pounds, will be positioned at a 90 degree angle (horizontal) to a building with the bottom of the ladder touching the building.

Without dropping or losing control of the ladder, the candidate will raise the ladder from a horizontal position on the ground to a vertical position against the building by grasping consecutive rungs and walking forward. The candidate must then return the ladder, in similar fashion, to its original position on the ground.

**Completion Time: 45 seconds**

### 4. Extrication Tools Operations

#### Description:

The Candidate will lift the Fire Department's Extrication Tool (commonly known as the "Jaws of Life") spreader, weighing approximately 77 pounds, from the ground to waist height and fully open the spreaders and re-close them before returning the spreader to the ground.

The candidate shall use arms and hands to hold and operate spreader without resting it upon body. The candidate must have full control over the unit and handle it steadily and smoothly. The spreader will be connected to the running Extrication Tool power unit.

**Completion Time: 1 minute and 30 seconds**

### 5. Hose Coupling/Advance

#### Description:

Three sections of 2 1/2 inch rolled fire hoses are laid on the ground near a fire hydrant but not connected. On the ground near the hose are a hydrant wrench and a 2 1/2 inch fog nozzle in the closed position.

At signal, the candidate will connect all sections of hose; connect one end of the hose to the nozzle and the other end to the fire hydrant and advance hose to predetermined distance. Candidates will open the fire hydrant fully after all connections are made. Time will stop after hydrant is fully opened. DO NOT open the nozzle.

**Completion Time: 5 minutes and 30 seconds**

## 6. Breathing Equipment

### Description:

The candidate while wearing helmet, gloves and self-contained breathing apparatus will demonstrate capability of moving in a dark environment. The face piece of the SCBA will be completely covered for the darkness effect.

The candidate will crawl a designated route.

**Completion Time: 3 minutes**

## 7. Victim Drag

### Description:

The candidate shall drag a "victim" 100 feet without stopping or pausing to rest. The victim will weigh approximately 200 pounds.

**Completion Time: 45 seconds**

-End of Agility Test-

## Oral Interview

- a. Each candidate will be given a copy of the department's Firefighter Job Description to read before the interview begins.
- b. The candidate will appear before an oral hiring committee of a five (5) member panel consisting of different ranks in the Alcoa Fire Department designated by the Fire Chief.
- c. Each candidate will be asked if he/she has any questions concerning the Job Description.
- d. Each candidate will be asked a series of questions.

### Scoring Oral Interview:

- a. This section makes up 25% of the eligibility list.
- b. The answer to each question will be rated 1 (weakest) to 5 (strongest) using the following criterion:
  - Communications Skills (e.g. Listen to the tone of voice used, etc.)
  - Problem Solving Ability (e.g. How the individual deals with stress, etc.)
  - Interpersonal Relations
  - The interviewee's appearance shall be evaluated as follows:
    - Coat and/or Shirt and tie neat in appearance
    - Golf shirt neat in appearance
    - T-Shirt and/or sloppy appearance

## Eligibility List

- a. Each candidate will be placed on an eligibility list from highest to lowest eligible using the scores from the Application Documents, Written Evaluation Test, Physical Agility Test and Oral Interview.

- b. The Eligibility List will be submitted to the Fire Chief.
- c. Once the Fire Chief has received the Eligibility List, the list will remain in effect for one (1) year or until exhausted, whichever comes first.

#### Fire Chief Interview

- a. The Fire Chief will interview each candidate on the Eligibility List.
- b. The Fire Chief will recommend to the Human Resource Department (HRD) the candidate(s) to be extended a job offer.
- c. Background check and sexual offender records check.

#### Job Offer

- a. Upon recommendation of the Fire Chief, HRD will contact the candidate(s) and make a conditional job offer.
- b. If the candidate(s) accepts the job offer, he/she will be scheduled a Medical Physical Examination and Drug Screening and Psychological Assessment.
- c. If the candidate(s) passed these tests then he/she will be given a start date and shift assignment with the Alcoa Fire Department.

#### Report for Duty at the Alcoa Fire Department

- a. The new employee(s) will report to the City's Human Resource Department for orientation.
- b. The new employee(s) will report to the Fire Department for orientation.
- c. Each new employee will be measured for uniforms and personal protection equipment. At this time in stock items and gear and manuals will be issued.

#### Basic Fire Fighter Training

- a. Report to the Deputy Chief for training orientation.
- b. The candidate(s) will be required to complete the Tennessee Fire Service and Code Enforcement Academy Basic Firefighting – FF100 and Live Firefighting – FF110 courses.
  - 1. FF100: This 64 hour course is designed to provide basic fire ground skills necessary to operate and perform on the fire ground. The course covers selected sections of NFPA 1001: Fire Fighter Professional Qualifications meeting the basic skills level for the student to participate in “live” fighting training activities.
  - 2. FF110: This 22 hour course is designed to provide the student with practical application of the skills learned in FF100. This course incorporates a variety of practical training drills and scenarios including search and rescue, structural fire attack and exterior fires.
- c. The candidate(s) will be required to complete the Emergency Medical Technical (EMT) certification program within the given time frame spelled out in the Job Description.

- d. The candidate(s) will be required to complete the Tennessee Hazardous Material Technical certification program within the given time frame spelled out in the Job Description.

## CITY OF ALCOA FIRE DEPARTMENT

### Fire Apparatus Engineer Promotional Criterion

The promotional board for the position of Fire Apparatus Engineer shall be made up of the Deputy Chief and two Captains, unless otherwise designated.

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#### Scoring Criteria for Eligibility List to be presented to the Fire Chief:

An overall score of 80 or greater will be used to determine an applicant's passing and presented to the Fire Chief. This score will be made up as follows:

- 15% - Educational and Personnel Records Check
- 35% - Written Evaluation
- 50% - Practical Evaluation

Candidates on the Eligibility List shall be ranked by score from the highest to lowest. The candidates shall be notified of their pass/fail and have five (5) administrative work days from notification to review their individual results and challenge said results is presented to the Fire Chief for disposition.

When results are challenged, the Promotional Board chairperson shall review with the individual his/her results and explain how the results were determined. The Promotional Board chairperson shall inform the individual on areas that need improvement. Should the individual desire to discuss his/her results with the entire Promotional Board, the chairperson shall set up a time that the entire Board can meet with the individual. Should the challenge be founded, causing a need to adjust the individual's pass/fail results will be adjusted accordingly.

Authority shall document in writing the findings of said meeting.

Once the Eligibility List is accepted by the Fire Chief it shall remain in effect for a period of one (1) year or until exhausted whichever shall come first.

Where a person on the Eligibility List is passed over in favor of another the appointing authority shall document in writing why the individual was passed over.

## Rating Scale

The current written standards for defining the scoring component for each area of the promotional criterion need to be understood by the interviewer and the interviewee. The current scoring mechanism is a rating system and a defined value is given for each number on the scale as indicated below:

- 5 – Strong
- 4 – More than Adequate
- 3 – Adequate or Acceptable
- 2 – Less than Adequate
- 1 – Weak

All records and tests for evaluation by the Promotional Board shall be collected by the Deputy Chief.

City Policy states: “The City Of Alcoa gives first preference on any position considered to be a promotion to current employees of the city. Employees bidding on a promotional opportunity shall be evaluated for the position based on merit, experience, training, certifications, etc. with seniority being used only in the case of equally qualified applicants.

Promotions may be advertised for hiring only if there are no internal candidates capable of filling the vacancy as determined by the Department Head and City Manager.

Promotions that are part of the normal progression of a given class of employee (e.g. Patrol to Sergeant) within a given department / division may be made without a Citywide posting. Likewise, professional / technical staff positions may be filled with a departmental / divisional announcement and without a Citywide posting. Such promotions / appointments will be made based on an objective evaluation by the Department Head and the respective supervisor(s). Recommendations and justification for such promotions shall be made to the City Manager for approval.

Where an individual does not meet the minimum requirements listed in the job description the individual shall be considered ineligible for the position applied for and shall not be processed any further. The individual shall be notified of the individual’s ineligibility for the position.

## **Education and Records Check**

The records will be 15% of the eligibility list score for placement on the list. Maximum score for this section is 15.

Any points over the maximum of 15 points or below zero shall not be counted when adding the scores for the eligibility list. The points indicated in the following subparts of this section are used to assist the reviewer in determining the overall rating.



### Education:

- a. Records submitted by the candidate will be checked for education that meets or exceeds the minimum requirements for the position of Fire Engineer.
- b. Records will be checked for education above and beyond that required above and an additional point given for each class.  
Classes / courses that are not open to the entire group of applicants to attend shall NOT be given extra consideration in this process.
- c. Additional points for advanced schools shall be added to the minimum score as indicated in subpart a. and b. of this section. All points shall be listed in making the evaluation.

### Personnel Records:

- a. To be eligible for promotion the applicant must be in designated grade for three (3) years and have no adverse disciplinary action affecting position within the last year.
- b. This check shall be done to see if there are any disciplinary actions within the past year that indicate a conflict within the position being applied for. Example:
  - Failure to do the job the individual is currently in
  - Inappropriate actions / decisions doing the job currently in
  - Activities that reflect poorly on the reputation of the Department / City.

One (1) point shall be deducted for each instance found.

- c. All positions within this department require a time in-grade as part of eligibility for promotion and since experience is desired, credit will be given to those candidates that have over three (3) years within a qualifying position at one (1) point per every two (2) years for a maximum of 8 points.

### **Written Evaluation**

(Minimum passing score on the written test is 80 to receive minimum score of 28 points, equal to a rating scale of 3.)

- a. The written evaluation will be 35% of the eligibility list score for placement on the list.  
Maximum Score for this section on the eligibility list is 35.
- b. The written evaluation shall come from a recognized validated test bank, reviewed to determine what questions do not apply to the City Of Alcoa Fire Department and thus are not to be counted.
- c. On receipt of the evaluation all prospective candidates will be notified of test references and the date of the written evaluation; e.g.: approximately 4 weeks from the date of posting.

## **Practical Evaluation**

(Minimum passing score on the practical evaluation is 80 to receive minimum score of 40 points, equal to a Rating scale of 3, for the eligibility list.)

- a. The practical objectives from the current edition of National Fire Protection Association standard 1003 National Professional Qualifications shall be used for evaluating the candidate's ability in mastery of these objectives as a seasoned driver.
- b. The candidate shall demonstrate proficiency (ability to work without supervision) in driving over the road, scene placement of apparatus, pumping multiple attack and supply hose lines, and having a safe area around the apparatus work area.

At no time can any one section have a total number of points greater than that section is authorized to have.

In the event that the points come up to equal more than the maximum allotted points the maximum is all that can be given.

In the event that the points come up to equal a negative number the points given cannot be less than zero.

## **Eligibility List**

- a. Once the eligibility list has been generated the candidate shall be informed of the candidate's standing in the process and allowed to review and discuss the process results with the individual designated to discuss this information. Any discussion of the results shall take place within five (5) administrative work days of the first notification of standing.
- b. After five (5) administrative work days has elapsed from the first candidate's notification the eligibility list shall be forwarded to the Fire Chief or appointed appointing authority.

## **Appointing Authority**

- a. The appointing authority shall review the eligibility list and setup appointments for an Oral Interview with each candidate on the list.
- b. The appointing authority and the Deputy Fire Chief shall jointly conduct a job offer interview with each eligible candidate to ascertain each qualified candidate.
- c. Once the Oral Interviews are completed the appointing authority shall make those appointments.
- d. Where a person is determined to be not eligible the appointing authority shall document in writing why the individual was not eligible.

## **Oral Interview**

The oral interview is to evaluate the candidate as follows:

- Communications Skills (e.g. Listen to the tone of voice used, etc.)
- Problem Solving Ability (e.g. How the individual deals with stress, etc.)
- Interpersonal Relations
- “Delegation” – in relation to answer given. Does the interviewee consider this in his /her answer?

# CITY OF ALCOA FIRE DEPARTMENT

## Lieutenant Promotional Criterion

The promotional board for the position of Lieutenant shall be made up of the Deputy Chief and two (2) Captains, unless otherwise designated

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Scoring Criteria for Eligibility List to be presented to the Fire Chief.

The Fire Chief or his designee shall fill vacancies starting at the top of the Eligibility List presented to the Fire Chief. The Eligibility List will be made up as follows:

70% - Written Evaluation

30% - Educational and Personnel Records Check

The candidates shall be notified of their pass/fail and have five (5) administrative work days from notification to review their individual results and challenge said results is presented to the Fire Chief for disposition.

When results are challenged, the Promotional Board chairperson shall review with the individual his/her results and explain how the results were determined. The Promotional Board chairperson shall inform the individual on areas that need improvement. Should the individual desire to discuss his/her results with the entire Promotional Board, the chairperson shall set up a time that the entire Board can meet with the individual. Should the challenge be founded, causing a need to adjust the individual's pass/fail results will be adjusted accordingly.

Authority shall document in writing the findings of said meeting.

Once the Eligibility List is accepted by the Fire Chief it shall remain in effect for a period of one (1) year or until exhausted whichever shall come first.

Where a person on the Eligibility List is passed over in favor of another the appointing authority shall document in writing why the individual was passed over.

### Rating Scale

The current written standards for defining the scoring component for each area of the promotional criterion need to be understood by the interviewer and the interviewee. The current scoring mechanism is a rating system and a defined value is given for each number on the scale as indicated below:

5 – Strong

4 – More than Adequate

- 3 – Adequate or Acceptable
- 2 – Less than Adequate
- 1 – Weak

All records and tests for evaluation by the Promotional Board shall be collected by the Deputy Chief.

City Policy states: “The City Of Alcoa gives first preference on any position considered to be a promotion to current employees of the city. Employees bidding on a promotional opportunity shall be evaluated for the position based on merit, experience, training, certifications, etc. with seniority being used only in the case of equally qualified applicants.

Promotions may be advertised for hiring only if there are no internal candidates capable of filling the vacancy as determined by the Department Head and City Manager.

Promotions that are part of the normal progression of a given class of employee (e.g. Patrol to Sergeant) within a given department / division may be made without a Citywide posting. Likewise, professional / technical staff positions may be filled with a departmental / divisional announcement and without a Citywide posting. Such promotions / appointments will be made based on an objective evaluation by the Department Head and the respective supervisor(s). Recommendations and justification for such promotions shall be made to the City Manager for approval.

Where an individual does not meet the minimum requirements listed in the job description the individual shall be considered ineligible for the position applied for and shall not be processed any further. The individual shall be notified of the individual’s ineligibility for the position.

In the event there are not enough eligible candidates to fill the vacancies the Fire Chief shall be notified in a written memo from the Deputy Chief inability to move forward. The Fire Chief shall notify the Deputy Chief in a written memo whether to proceed using the criterion indicated in each section below or to stop the process. Should the Fire Chief direct the Deputy Chief to evaluate all candidates those candidates who have met eligibility requirements shall go on the Eligibility List before any of those who have not met the minimum requirements.

### **Records Check**

Records will be 30% of the eligibility list score for placement on the list. Maximum score for this section on the eligibility list is 30.

Any points over the maximum of 30 points or below zero shall not be counted when adding the scores for the eligibility list. The points indicated in the following subparts of this section are used to assist the reviewer in determining the overall rating.

Where an applicant is not eligible and the direction is to evaluate all applicants, those applicants that met the eligibility requirements initially shall be placed in scoring order on the eligibility list first followed by those that were not originally eligible.

For those applicants not originally have to be considered, points will be deducted from the minimum score for requirements not met as indicated below in this section.

Education:

- a. Records will be checked for education that meets or exceeds the minimum requirements for the position of Fire Engineer.
- b. Records will be checked for education above and beyond that required above and an additional point given for each class.  
Classes / courses that are not open to the entire group of applicants to attend shall NOT be given in this process.
- c. Additional points for additional schools shall be added to the minimum score as indicated in subpart a. and b. of this section. All points shall be listed in making the evaluation.

Personnel Records:

- a. To be eligible for promotion the applicant must be in designated grade for two (2) years and have no adverse disciplinary action affecting position within the last year.
- b. This check shall be done to see if there are any disciplinary actions within the past year that indicate a conflict within the position being applied for. Example:
  - Failure to do the job the individual is currently in
  - Inappropriate actions / decisions doing the job currently in
  - Activities that reflect poorly on the reputation of the Department / City.

One (1) point shall be deducted for each instance found.

All positions within this department require a time in-grade as part of eligibility for promotion and since experience is desired credit will be given to those candidates that have over three (3) years within a qualifying position at one (1) point per every two (2) years for a maximum of 8 points.

**Written Evaluation**

(Minimum passing score on the written test is 75 to receive minimum score for the eligibility list.)

- a. The written evaluation will be 70% of the eligibility list score for replacement on the list. Maximum score for this section on the eligibility list is 70.
- b. The written evaluation shall come from a recognized validated test bank, reviewed to determine what questions do not apply to the Alcoa Fire Department and thus are not to be counted.
- c. On receipt of the evaluation all prospective candidates will be notified of test references and the date of the written evaluation; e.g.: approximately 4 weeks from the date of posting.

At no time can any one section have a total number of points greater than that section is authorized to have.

In the event that the points come up to equal more than the maximum allotted points the maximum is all that can be given.

In the event that the points come up to equal a negative number the points given cannot be less than zero.

**Eligibility List:**

- c. Once the eligibility list has been generated the candidate shall be informed of the candidate's standing in the process and allowed to review and discuss the process results with the individual designated to discuss this information. Any discussion of the results shall take place within five (5) administrative work days of the first notification of standing.
- d. After five (5) administrative work days has elapsed from the first candidate's notification the eligibility list shall be forwarded to the Fire Chief or appointed appointing authority.

**Appointing Authority:**

- e. The appointing authority shall review the eligibility list and setup appointments for an Oral Interview with each candidate on the list.
- f. The appointing authority and the Deputy Fire Chief shall jointly conduct a job offer interview with each eligible candidate to ascertain each qualified candidate.
- g. Once the Oral Interviews are completed the appointing authority shall make those appointments.
- h. Where a person is determined to be not eligible the appointing authority shall document in writing why the individual was not eligible.

**Oral Interview:**

The oral interview is to evaluate the candidate as follows:

- Communications Skills (e.g. Listen to the tone of voice used, etc.)
- Problem Solving Ability (e.g. How the individual deals with stress, etc.)
- Interpersonal Relations
- "Delegation" – in relation to answer given. Does the interviewee consider this in his /her answer?

# CITY OF ALCOA FIRE DEPARTMENT

## Captain Promotional Criterion

The promotional board for the position of Fire Captain shall be made up of the Deputy Chief and two (2) Fire Chiefs from other fire departments as designated.

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Scoring Criteria for Eligibility List to be presented to the Fire Chief of the City Of Alcoa.

The Fire Chief or his designee shall fill vacancies starting at the top of the Eligibility List presented to the Fire Chief. The Eligibility List will be made up as follows:

- 70% - Written Evaluation
- 30% - Education and Personnel Records Check

The candidates shall be notified of their pass/fail and have five (5) administrative work days from notification to review their individual results and challenge said results is presented to the Fire Chief for disposition.

When results are challenged, the Promotional Board chairperson shall review with the individual his/her results and explain how the results were determined. The Promotional Board chairperson shall inform the individual on areas that need improvement. Should the individual desire to discuss his/her results with the entire Promotional Board, the chairperson shall set up a time that the entire Board can meet with the individual. Should the challenge be founded, causing a need to adjust the individual's pass/fail results will be adjusted accordingly.

Authority shall document in writing the findings of said meeting.

Once the Eligibility List is accepted by the Fire Chief it shall remain in effect for a period of one (1) year or until exhausted whichever shall come first.

Where a person on the Eligibility List is passed over in favor of another the appointing authority shall document in writing why the individual was passed over.

### Rating Scale

The current written standards for defining the scoring component for each area of the promotional criterion need to be understood by the interviewer and the interviewee. The current scoring mechanism is a rating system and a defined value is given for each number on the scale as indicated below:

- 5 – Strong
- 4 – More than Adequate
- 3 – Adequate or Acceptable



2 – Less than Adequate

1 – Weak

All records and tests for evaluation by the Promotional Board shall be collected by the Deputy Chief.

City Policy states: “The City Of Alcoa gives first preference on any position considered to be a promotion to current employees of the city. Employees bidding on a promotional opportunity shall be evaluated for the position based on merit, experience, training, certifications, etc. with seniority being used only in the case of equally qualified applicants.

Promotions may be advertised for hiring only if there are no internal candidates capable of filling the vacancy as determined by the Department Head and City Manager.

Promotions that are part of the normal progression of a given class of employee (e.g. Patrol to Sergeant) within a given department / division may be made without a Citywide posting. Likewise, professional / technical staff positions may be filled with a departmental / divisional announcement and without a Citywide posting. Such promotions / appointments will be made based on an objective evaluation by the Department Head and the respective supervisor(s). Recommendations and justification for such promotions shall be made to the City Manager for approval.

Where an individual does not meet the minimum requirements listed in the job description the individual shall be considered ineligible for the position applied for and shall not be processed any further. The individual shall be notified of the individual’s ineligibility for the position.

In the event there are not enough eligible candidates to fill the vacancies the Fire Chief shall be notified in a written memo from the Deputy Chief inability to move forward. The Fire Chief shall notify the Deputy Chief in a written memo whether to proceed using the criterion indicated in each section below or to stop the process. Should the Fire Chief direct the Deputy Chief to evaluate all candidates those candidates who have met eligibility requirements shall go on the Eligibility List before any of those who have not met the minimum requirements.

### **Records Check**

The records will be 30% of the Eligibility List score for placement on the list. Maximum score for this section on the Eligibility List is 30.

Any points over the maximum of 30 points or below zero shall not be counted when adding the scores for the Eligibility List. The points indicated in the following subparts of this section are used to assist the reviewer in determining the overall rating.

Where an applicant is not eligible and the direction is to evaluate all applicants, those applicants that met the eligibility requirements initially shall be placed in scoring order on the Eligibility List first followed by those that were not originally eligible.

Education:

- a. Records will be checked for education that meets or exceeds the minimum education requirements in the job description of Fire Captain.
- b. Records will be checked for education above and beyond that required above and an additional point given for each class.  
Classes/courses that are not open to the entire group of applicants to attend shall NOT be given credit in this process.
- c. Additional points for additional schools shall be added to the minimum score as indicated in subpart a. and b. of this section. All points shall be listed in making the evaluation.

Personnel Records:

- a. To be eligible for promotion the applicant must be in designated grade for one (1) year and have no adverse disciplinary action affecting position within the last two (2) years.
- b. This check shall be done to see if there are any disciplinary actions within the past two years that indicate a conflict within the position being applied for. Example:
  - Failure to do the job the individual is currently in
  - Inappropriate actions/decisions doing the job currently in
  - Activities that reflect poorly on the reputation of the Department/City.

Two (2) points shall be deducted for each instance found.

- c. This check shall also be done to see if there are commendations, letters of appreciation, awards, etc. Internal commendations, letters of applications, and awards shall NOT be considered.

Two (2) points shall be given for each instance found.

- d. All positions within the department require a time in-grade as part of eligibility for promotion and since experience is desired credit will be given to those candidates that have over five years within a qualifying position at one (1) point per every two (2) years for a maximum of 8 points.
- e. Using the Rating Scale above noted, the score for this section for an individual that meets the minimum requirements from subpart a. is 9 points comparable to a rating scale of 3. Additional points shall be added to this score as indicated in subparts b, c, and d of this section. These additional points are used to assist the reviewer in determining the overall rating and points will be deducted from the minimum score if the individual does not meet the minimum requirements and the individual has to be considered. If the review of the candidate's job performance and evaluation records shows his performance to be more than adequate (4) or exceptionally (5), the base score would be higher and the reverse holds true for inadequacies below the standard.

## **Written Evaluation**

Minimum passing score on the written test is 75 to receive minimum score for the Eligibility List.

- a. The written evaluation will be 70% of the Eligibility List score for placement on the list. Maximum Score for this section on the Eligibility List is 70.
- b. The written evaluation shall come from a recognized validated test bank, reviewed to determine what questions do not apply to the Alcoa Fire Department and thus are not to be counted.
- c. On receipt of the evaluation all prospective candidates will be notified of test references and the date of the written evaluation; e.g.: approximately 4 weeks from the date of posting.

At no time can any one section have a total number of points greater than that section is authorized to have.

In the event that the points come up to equal more than the maximum allotted points the maximum is all that can be given.

In the event that the points come up to equal a negative number the points given cannot be less than zero.

## **Eligibility List**

- a. Once the Eligibility List has been generated the candidate shall be informed of the candidate's standing in the process and allowed to review and discuss the process results with the individual designated to discuss this information. Any discussion of the results shall take place within five (5) administrative work days of the first notification of standing.
- b. After five (5) administrative workdays has elapsed from the first candidate's notification the Eligibility List shall be forwarded to the Fire Chief or appointed appointing authority.

## **Appointing Authority**

- a. The appointing authority shall review the Eligibility List and setup appointments for an Oral Interview with each candidate on the list.
- b. The Appointing Authority and the Human Resource Director (or designee) shall jointly conduct a job offer interview with each eligible candidate to ascertain the best qualified candidate.
- c. Once the Oral Interviews are completed the appointing authority shall make those appointments necessary to fill vacant positions.
- d. Where a person on the Eligibility List is passed over in favor of another the appointing authority shall document in writing why the individual was passed over.

- e. Once all vacancies have been filled the remainder of the Eligibility List shall remain intact for a period of one (1) year from the time of receipt or until exhausted, whichever comes first.

### **Oval Interview**

The oral interview is to evaluate the candidate as follows:

- Communication Skills (e.g. Listen to the tone of voice used, etc.)
- Problem Solving Ability (e.g. How the individual deals with stress, etc.)
- Interpersonal Relations
- Delegation – in relation to answer given. Does the interviewee consider this in his/her answer?

**Other consideration to ponder**

**ADA - - - reasonable accommodations??????**

**Sexual predators check**