

## **Fire Deputy Chief Examination**

### **Phase I – Written Work Sample**

#### **Examination Dimensions**

**WRITTEN COMMUNICATION** – (Clearly define the problem.) Identifies and understands critical issues presented in a written format; Clearly expresses ideas in writing; Uses proper grammatical form; Communicates effectively in writing as appropriate for the needs of the audience; Presents in written form complex ideas in a clear, concise, logical manner; Uses appropriate vocabulary, structure, grammar and syntax for a number of different materials.

**INFORMATION GATHERING** – (Measure the problem.) Seeks out and identifies all of the appropriate sources of information; Identifies key stakeholders in order to facilitate the generation of appropriate actions; Seeks out information on the positions and concerns of other stakeholders in the decisions to be made; Identifies problems and possible causes of problems; Identifies legal and/or regulatory issues that are affected; Identifies issues and arguments that affect particular courses of action; Identifies budgetary and resources limitations/implications.

**INFORMATION ANALYSIS** – (Analyze the problem.) Analyzes information and risks for various courses of action; Reviews and weighs information relative to a topic; Identifies and calculates the relative costs versus benefits for different courses of actions; Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions; Demonstrates the importance of various competing goals; Generates and/or evaluates alternative strategies and/or courses of action that reflect the information gathered.

**DECISION MAKING** – (Improve the problem.) Makes conclusions on course of action to improve the problem; Generates and/or recognizes imaginative solutions and innovations in work-related situations; Makes decisions based on the logical assessment and weighing of evidence; Takes action that may involve an appropriate risk in order to achieve a recognized benefit or advantage; Uses information in timely manner; Develops and implements alternative courses of action; Establishes an action plan and how to implement the plan; Renders judgments, takes action, and commits oneself.

**FOLLOW-UP** – (Control the Problem.) Evaluates the established criteria for the purpose of increasing the effectiveness of programs, plans or policies; Establishes a plan to monitor the program results for the purpose of improvement and makes adjustments as necessary; Monitors how future conditions relate to current situation for the purpose of improvement and long-term success of program.