

Questions and Answers – Fire Battalion Chief Examination

During the CIFA meetings the members agreed that candidate questions that could apply to all candidates would be compiled into one document in an attempt to provide all candidates equal access to the same information. This document will be updated on an ongoing basis.

Examination Information:

1. Where can the dates for the Fire Battalion Chief promotional examinations phases be found? (6/24/22)

- The examination dates for the phases of the Fire Battalion Chief promotional examination can be found in the Important Dates document. The most recent Important Dates document can be found on the Commission's website at; <https://www.columbus.gov/civilservice/uniformed-fire-series/Fire-Battalion-Chief-Examination-Information/>. Once on the webpage, select the Fire Battalion Chief & Fire Deputy Chief Promotional Exams Important Dates document. The Important Dates document will be updated if any changes to the examination dates occur.

2. What are the minimum Qualifications for taking the Fire Battalion Chief exam? (6/24/22)

- The minimum qualifications for taking the exam are one (1) year of continuous accredited service in the rank of Columbus Fire Captain by the expiration of the current Fire Battalion Chief eligible list. The current Fire Battalion Chief eligible list is currently set to expire on February 19, 2023 at 11:59 pm. Possession of a bachelor's degree and a valid State of Ohio motor vehicle operator's license is also required.

3. When should an accommodation be requested? (6/24/22)

- A request for accommodation should be submitted as soon as you are aware it is necessary, so that efforts can be made to accommodate your request. The official forms are located on the Commission's website. For promotional exams, the most typical form needed is Testing Accommodation – Not ADA, it can be accessed by clicking on the following link:

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77385>

Testing Accommodation - Not ADA. Or if an accommodation related to an ADA issue is needed, two forms are required and can be accessed by clicking these links:

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77396>

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77397>

A request for accommodation form should be completed and returned to the Commission along with supporting documentation.

- 4. How can I submit my proof of degree to Civil Service? (6/24/22)**
- One of the minimum requirements for **both** the Fire Battalion Chief and Fire Deputy Chief Examinations is possession of a bachelor's degree. When completing your application, please attach your degree or full transcript to your profile or application. All proof of education is due by October 31, 2022. If you have submitted your documentation previously for another examination or would like to verify receipt of documentation please contact Sheri Goodwin at 614-645-7708 or shgoodwin@columbus.gov.
- 5. For the (Battalion) Chief Examination, is the Bachelor's Degree required at time of application, or time of appointment?**
- A Bachelor's degree is required at time of application. Proof of degree for the 2023 Fire Battalion Chief and Fire Deputy Chief Examination is required by October 31, 2022.
- 6. Why is a Bachelor's degree required at time of application and not time of appointment?**
- A Bachelor's degree is a Minimum Qualification for the classifications of Fire Battalion Chief and Fire Deputy Chief as listed on the classification specifications. Therefore, applicants are required as part of the minimum qualifications, to provide proof of degree at the time of application review. For uniformed promotional exams, the application review date is typically set at a date after the application filing period, but prior to the first phase of the exam. This allows only qualified applicants to participate in the exam.
- 7. How are the each of examination phases weighted for the 2023 exam administration and where can exam information such as exam phase weighting be found? (7/08/22)**
- Exam phase weighting has not be finalized. Exam information such as exam phase weighting and other examination details can be found in the test plan report. This report once finalized will be posted on the Commission webpage. Proposed examination details can be found in the CIFA minutes found on the Commission webpage. Keep in mind that the information in the CIFA minutes may change once the test plan report is finalized.
- 8. Does the Civil Service Commission provide printed copies of the internal material provided? (7/14/22)**
- The Civil Service Commission provides internal source materials electronically only. Candidates may print the sources from home or explore other options such as printing from a commercial location or going through their chain of command.
- 9. Is there an audible version of the internal sources?(7/26/22)**
- No. Civil Service does not provide audible versions of Division of Fire sources.

10. When will the test plan reports be published for the fire promotional exams? (9/08/22)

- Once the test plans have been finalized they will be posted on the [Civil Service Commission webpage](#) under the Exam Information section for each of the promotional ranks. The test plan reports will be password protected using the same password as the source material.

11. How many applications were received for Fire Battalion Chief? (10/5/2022)

- The Civil Service Commission received 14 applications for the Fire Battalion Chief promotional examination. The number of individuals invited to Phase I may differ once those individuals who do not meet the minimum requirements are removed from the process.

12. Is it true that the promotional exam schedule is being pushed back due to grievances?? (10/5/2022)

- Civil Service has received multiple grievances pertaining to the fire promotional exams. Each exam for the four ranks has received at least one grievance. Impact on the exam schedule is unknown at this time. If the timing of any of the examinations is affected by these grievances, candidates will be notified by email as soon as possible. Candidates are encouraged to continue preparing for each phase of the examination. For specific information regarding the grievances, candidates are encouraged to contact their Local 67 Union.

13. The FAQ document states that there were 14 applicants for the BC exam. After the cutoff for degree confirmation & time in grade, are there still 14 applicants eligible? (11/10/22)

- The Civil Service Commission received a Request for Review that resulted in an additional applicant. Therefore, there are currently 15 applicants approved for the 2023 Fire Battalion Chief Examination.

14. What happens if a candidate is promoted from an existing eligible list before testing has concluded? (2/17/2023)

- Similar to previous Fire Battalion Chief and Fire Deputy Chief test administrations, candidates who are promoted from an existing eligible list **by the time scoring takes place** will not be considered as viable candidates. Therefore, such candidates will not continue in the scoring process. Once the tentative results have been calculated and notices sent to candidates, no further changes to the candidate pool will be made. While the results are Tentative, the only changes that are permitted are for scoring inaccuracies.

Reading List:

1. **Where are the internal source materials located?** (6/24/22)
 - The internal source materials are located on the Civil Service Commission Website ONLY and will not be posted to Vector Solutions. Sources can be accessed by following the link below:
<https://www.columbus.gov/civilservice/uniformed-fire-series/Fire-Battalion-Chief-Examination-Information/>
2. **Are the sections of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website part of the exam materials?** (6/24/22)
 - The portions of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website are part of the exam materials and may be tested on all phases of the exam identified for the SOPs.
3. **Do the internal sources downloaded from the CSC webpage permit highlighting and adding comments?** (7/08/22)
 - The internal sources that are available from the CSC webpage, when downloaded will be in Adobe PDF format. CSC updated the sources to allow for highlighting and commenting. Re-downloading the source materials may be necessary in order to perform these functions.
 - You may highlight and add comments to printed sources prior to the open exam phase, however you are not permitted to highlight or add comments during the exam.
 - **Please note**, candidates may experience different capabilities using certain devices and may be limited in the functions that can be performed.
 - **Also note**, electronic devices are not permitted during the Oral Board preparation period, sources will need to be printed if you wish to use them. For additional information on the oral board examination including what source materials are permitted see the test guide and the information sessions when they become available.
4. **Are the video links in all of the CFD Manuals (i.e. Saving Our Own, Engine Company Operations, etc.) testable material?** (7/14/22)
 - **No. Candidates are advised to avoid clicking on the links contained in the CFD manuals.** The information contained in the links are not intended to be testable material. Some links will bring you to content within CFD Manuals, but will not link to the exact version as posted on the Reading List. Therefore, some of the topics that are linked may be tested, as they are also contained in other parts of the posted reading list materials. It is important to use the source material found on the Civil Service webpage for each rank.

5. Will the CSC provide internal source materials that are not password protected for candidate use? (10/17/22)

- No. CSC will only provide the password protected source materials that are found on the CSC webpage.
- If you are using a device that does not allow for the password to be entered you may try the following: Download and save the sources onto a device that allows you access the sources with the password. Then, change the security settings to not require a password. The security settings when using adobe reader can normally be accessed by selecting document properties under the File menu. Under the security tab change the security method field to “no security,” then save the changed settings. Load the sources onto the first device. Because of the different operating systems that devices use this may not work for everyone.