Frequently Asked Questions – Fire Deputy Chief Examination

During the CIFA meetings the members agreed that candidate questions that could apply to all candidates would be complied 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 Deputy Chief promotional examinations phases be found?** (9/18/2020)

- The examination dates for the phases of the Fire Deputy 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-Deputy-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. The CIFA minutes contain draft exam dates which include some dates that are no longer accurate, therefore it is important to use the Important Date's document described above.

2. **How many applications were received for Fire Deputy Chief?** (10/2/2020)

- The Civil Service Commission received 11 applications for the Fire Deputy 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.

Reading List:

~~1. **When will a tentative/final reading list be available?** (4/7/2020)~~

~~- Due to the COVID-19 Pandemic, their currently is no timetable for when the reading lists for the upcoming fire promotional exams will be released. Once it is determined that the reading lists may be released the Civil Service Commission will work with the Division of Fire and the IAFF, Local 67 to determine how best to inform potential candidates. The approved minutes from the CIFA minutes posted to the Civil Service Commission website does contains draft versions of each ranks reading lists. However these are not finalized reading lists and are subject to change. Furthermore the Civil Service Commission will not post the edited internal source materials until the reading lists have been released.~~

2. **Where are the reading lists located?** (4/17/2020)

- The reading list for the Fire Deputy Chief exam can be found in the following locations:

- The Civil Service Webpage:
  - https://www.columbus.gov/civilservice/uniformed-fire-series/Fire-Battalion-Chief-Examination-Information/
  - Click on the reading list link.
- Target Solutions:
  - Go to the target solutions home page click File Center (located on the left), then click CSC Promotional Materials and select the folder for the battalion chief rank.

3. **Where are the internal source materials located?** (4/17/2020)

- The internal source materials are located on Target Solutions. To access them go to the target solutions home page click File Center (located on the left), then click CSC Promotional Materials and select the folder for the battalion chief rank.

4. **Can internal source materials be attained from somewhere other than Target Solutions?** (4/17/2020)

- The internal source materials being used to develop the 2021 fire promotional examinations can only be found on Target Solutions. These sources have been edited for examination purposes. Materials attained from other places may contain information that is not being tested.

5. **Are their sections or pages within the internal source materials that are excluded similar to past examinations?** (4/17/2020)

- Per the 2021 Fire Battalion Chief Promotional Exam Reading list, the sources that appear with an asterisk have been edited, omitting limited sections. Sources without an asterisk have not been edited. There are no other exclusions to the internal or external sources. It is important to only use the version of the sources provided on Target Solutions in the CSC Promotional Materials folder.

6. **Is everything within the internal sources posted to target solutions testable on the examinations?** (4/17/2020)

- Everything within the source materials posted onto Target Solutions may be tested on the phases indicated on the reading list.

7. **Is a list of the omitted information of the internal sources for the exam available?** (4/20/2020)

- No list of the omitted sections from the source materials is available. All omitted sections have been removed from the internal exam materials posted to Target Solutions. Everything within the source materials posted onto Target Solutions may be tested on the phases indicated on the reading list.

8. **Are the sections of the EMS protocol found at the end of the SOP document on Target Solutions part of the exam materials?** (4/23/2020)

- The portions of the EMS protocol found at the end of the SOP document on Target Solutions are part of the exam materials and may be tested on all phases of the exam identified for the SOPs.

9. **The reading list states select SOPs in the disaster plan are outdated, use the SOP manual. Are all of the SOPs in the 2017 Disaster Plan outdated and we need to use the SOPs or just a select few? Are they already omitted?** (5/8/2020)

- The 2017 Disaster Plan contains several SOPs which have been updated since its publication. The 2021 Fire Battalion Chief and Fire Deputy Chief Examinations will be developed based on the SOPs contained in the SOP document. For all SOPs contained in the Disaster Plan, please study the SOPs from the SOP document. Any SOPs not included for testing have already been omitted from the SOP document provided in Target Solutions.

10. **Within the index of the SOP manual on Target Solutions some of the sections are shaded in grey or have an asterisk after them. What do they mean? Is the tested topic only what is printed or are we responsible for the revision also?** (8/6/2020)

- The grey shading and asterisks are Division of Fire (CFD) notations and were not made by the CSC. Their meaning has nothing to do with the tests, therefore, these areas are subject to testing. The internal source materials for the test are located on Target Solutions through the “CSC Promotional Materials 2021-2022” link. Any CFD revisions made to sources that are not already included through this link will not be subject to testing. Here’s what the Target Solutions link to the promotional materials look like:

CSC Promotional Materials 2021-2022

Click bugles icon to access promotional testing materials.

Exam Qualifications:

1. **What are the minimum Qualifications for taking the exam?** (4/23/2020)

- The minimum qualifications for taking the exam are one (1) year of continuous accredited service as a permanent appointee in the class of Fire Captain by the expiration date of the current Fire Battalion Chief eligible list. The current Fire Battalion Chief eligible list is currently set to expire on February 19, 2021 at 11:59 pm. Possession of a bachelor's degree* and possession of a valid State of Ohio motor vehicle operator's license is also required.

  *Note: Proof of a bachelor’s degree must be submitted by November 2, 2020.

2. **How can I submit my proof of degree to Civil Service?** (8/27/2020)

- 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 November 2, 2020. 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.

3. **Are applicants permitted to test if a supplemental question is answered "no"?** (9/18/2020)

- When answering the supplemental questions and completing the application, an applicant is attesting to the fact that they are answering the questions truthfully. The CSC plans to review the minimum qualifications for Fire Battalion Chief and Fire Deputy Chief on November 2, 2020. When conducting this review, the first action the reviewer checks for is responses of "no" to any of the supplemental questions. These applicants will be rejected. The CSC will send such applicants, if any, a rejection notice that will read, in part, "In accordance with Civil Service Rule XIII (G), you may request a review of this decision to the Commission within ten (10) days from the date of this letter. Along with your request, please provide proper documentation supporting your request." As such, if the applicant mistakenly answered "no" when responding to the questions, the applicant has recourse to correct the error.

Exam Accommodations:

1. **When should an accommodation be requested?** (4/23/2020)

- Once the exam dates for the 2021 Fire promotional exams are finalized, 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: Testing Accommodation - Not ADA. A request for accommodation form should be completed and returned to the Commission along with supporting documentation.

2. **Will there be provisions for candidates who are quarantined due to exposure to covid-19 patients at work?** (8/27/2020)

- The Test Plans have not been submitted to the IAFF, yet. The Test Plans will state the following:

- For CSC testing which occurs during the COVID-19 pandemic, the CSC will be following the City of Columbus COVID-19 precautions and guidelines. The CSC's stance on test-day no-shows remains unchanged, that is, the CSC gives only proctored exams on the same test date as other candidates for all fire promotional exams. No accommodations are given to candidates who are ill or injured. With military test accommodations, the CSC allowed them when they can be proctored at a remote location on the same test date. For fire promotional tests, CSC does not give make-up exams after test day. Once an exam is given, the exam content is exposed and cheating can occur. As such, no accommodations can be made for COVID-19 related illness or quarantines. Due to the highly contagious nature of COVID-19, remote proctored exam administrations on the same test day to quarantined candidates is not an option.

Information Sessions:

1. **When will the dates for the information sessions and testing be finalized?** (6/5/2020) – The Information Sessions and Examination dates will be finalized when the Test Plan, which documents plans for testing, has been finalized. The finalization of the test plan includes review by the IAFF's testing expert as documented in the IAFF contract. At this time we do not have an exact date when this will occur, however, tentative dates for the information sessions and testing process have been provided as part of the CIFA minutes on the Commission's website.

Written Work Sample:

1. **How should I prepare for the Written Work Sample? Are the instructional YouTube videos for this portion still available? Will instructions be released when the info sessions dates are finalized?** (6/5/2020) – There are no instructions available online that have been submitted by the Civil Service Commission for the 2021 examination process. The Information Session video will provide information for all phases of the examination process including the Written Work Sample. Information regarding the Written Work Sample as well as other exam phases will be provided through the Information Session video which will be posted on the Commission website. The Written Work Sample phase is designed to target the administrative, managerial and leadership aspects of the positions of Battalion Chief and Deputy Chief. To help prepare for this phase of the examination, candidates should sharpen their written communication skills, use the sources on the Reading List and consider the types of projects a person in the position they are testing for would be assigned.

Tactical Exam:

Oral Board Exam: