



**TO:** All Sworn Fire Personnel

**FROM:** Nestor Mangubat, Fire Chief

**RE:** PROMOTIONAL PROCESS ANNOUNCEMENT FOR FIRE LIEUTENANT, FIRE CAPTAIN, AND BATTALION CHIEF

**DATE:** July 6, 2022

The city's public safety promotional process consultant, Morris and McDaniel, along with the city's departments of Fire, Rescue and Emergency Services and Human Resource Management, will coordinate all portions of the 2022 process. Included in this memorandum are details to assist you in determining if you qualify for participation as well as an explanation of the registration processes, important dates, and the components that determine placement on the eligibility list.

## PROMOTIONAL PROCESS OVERVIEW

### Registration to Participate in the 2022 Promotional Process:

Civil Service Commission Rules and Policies, Rule 22, "Eligibility List – Promotion," letter (a) states:

*"Promotion shall be based on a cumulative process that may include a written examination and an assessment of the candidate's knowledge, skills and abilities. Promotion shall be open to all employees who have served at least two (2) full years in the Classified Service of the respective Department. Eligibility for promotion will start on the anniversary date one (1) day after having served one (1) year or more in the next lower position in a non-probationary status, however, a person shall only be entitled to take a promotional exam if that person has served at least one (1) year or more in the next lower position in a non-probationary status."*

To apply for the 2022 Promotional Process, please submit a completed application on the city's NEOGOV career portal at <https://www.governmentjobs.com/careers/portsmouthva> by 5:00 PM Wednesday, August 31, 2022, to be certified by the Fire Chief in accordance with Civil Service Commission Rule #22. The career portal will **open on Monday, August 1, 2022**, and **close on Wednesday, August 31, 2022**. The City of Portsmouth's NEOGOV career portal application will serve as the **only** application. Each phase of the promotional process will serve as the prerequisite to the next phase; therefore, in order to proceed to the next phase of the process you must meet the minimum requirements of the previous phase. Failure to meet the requirements will prohibit you from moving forward in the process.

## Job Standards and Eligibility Requirements to Participate in the Process:

The job descriptions for the rank of Fire Lieutenant, Fire Captain and Battalion Chief may be accessed from the City of Portsmouth career portal as well as the Fire Department.

The classification specification outlines the typical tasks performed by the classification; required knowledge, skills, and abilities; and the minimum standards for the position.

**Applicants must meet all requirements for eligibility by the application closing date. Candidates must complete all phases of the process to be considered for promotion.**

### Promotional Process Components and Weights by Rank:

#### FIRE LIEUTENANT

Component	Weight
Written Test	Up to 35 points
Performance-Based Assessment	Up to 65 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

#### FIRE CAPTAIN

Component	Weight
Written Test	Up to 35 points
Performance-Based Assessment	Up to 65 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

#### BATTALION CHIEF

Component	Weight
Performance-Based Assessment	Up to 100 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

### Candidate Orientation:

In order to register to participate in the written examination phase for the ranks of Fire Lieutenant, Fire Captain, and to participate in the Performance-Based Assessment for the rank of Battalion Chief, all eligible employees must first complete their application in the City of Portsmouth career portal. Once determined that the candidate meets the eligibility requirements, the candidate will be emailed a consultant provided online candidate orientation to complete.

# **WRITTEN EXAMINATION PHASE**

## **(Lieutenant and Captain Ranks only)**

### **Written Multiple-Choice Examination:**

#### **For Fire Lieutenants:**

**Date:** Sunday, October 30, 2022  
**Time:** To Be Determined  
**Location:** Renaissance Portsmouth-Norfolk  
Waterfront Hotel,  
425 Water Street, Portsmouth, VA

#### **For Fire Captains:**

**Date:** Sunday, October 30, 2022  
**Time:** 1:00 pm  
**Location:** Renaissance Portsmouth-Norfolk  
Waterfront Hotel, 425 Water  
Street, Portsmouth, VA

### **Preliminary Scoring and Appeals/Rebuttals for the Written Multiple-Choice Examination (for the ranks of Lieutenant and Captain only):**

Upon completion of the test, each candidate will be escorted to a copy machine and provided with a copy of his/her test answer sheet. The candidate will be given an opportunity to view the intended test answer key and self-score the photocopied answer sheet.

At the test site, candidates will be provided detailed information on how to appeal or rebut any test question(s) or keyed answer(s). Appeals will be published without the name of the appellant so that other interested candidates may support or file a rebuttal. Once appeals are posted, candidates may submit a rebuttal to an appealed test item/keyed answer and give reason(s) and documentation supporting why the test item should stand as is or the answer remain as keyed.

The Exam Review Committee, with input from the consultant, will review the appealed item(s) and rebuttal(s). The Exam Review Committee, without knowledge of the name of the individual appealing or rebutting the item(s), will review all appeals using the five-pronged test below. Their decision will be final.

1. Does the question come from the cited source?
2. Is the question captured correctly from the cited source?
3. Is the keyed answer correct according to the cited source?
4. According to the cited source, is one or more of the distracters an equally correct answer?
5. According to the cited source, do one or more of the distracters create so much ambiguity that it is not possible to choose a best answer?

An answer of "no" to questions 1 – 3 or an answer of "yes" to questions 4 or 5 could result in the test item being either re-keyed with a different answer; re-keyed with more than one answer; or everyone being given credit.

## **PERFORMANCE-BASED ASSESSMENT** *(all ranks)*

The candidates for Lieutenant and Captain, who have participated in the Written Examination Phase, and the candidates for Battalion Chief, will be permitted to proceed to the performance-based assessment regardless of their placement on the list.

### **Performance-Based Assessment:**

**Date:** Sunday, December 4, 2022  
**Time:** To Be Determined  
**Location:** To Be Determined

Once the Performance-Based Assessment is underway, no additional candidates will be added to the list of those participating in this phase of the process.

## **EVALUATION BY THE FIRE CHIEF**

In accordance with Chapter 11, Section 11.06 of the City Charter, whenever a position in the classified service becomes vacant, the appointing authority, if it desires to fill the vacancy, shall request from the commission the names of persons eligible for appointment thereto. The Fire Chief will receive a list of eligible candidates certified in accordance with Rule 24 of the Civil Service Commission Rules and Policies, referred to as the "Rule of 5." The Fire Chief retains authority for the final recommendations for promotion.

## **CREDIT FOR SENIORITY**

Seniority points (up to 5 points, 1/2 point per year up to 10 years in rank), will be added to the final score in accordance with Rule 23 of the Civil Service Commission Rules and Policies.

## **FIRE DEPARTMENT SUGGESTED READING MATERIALS**

### **Fire Lieutenant (Written and Assessment Center)**

1. IFSTA Essential of Firefighting 7th edition
2. Fire Officer Principals and Practices 4th edition
3. Step up and Lead – Frank Viscuso
4. AAOS Advanced Emergency Care of the Sick and Injured 3rd edition
5. Portsmouth City Administrative Regulations
  - a. <https://humanresources.portsmouthva.gov/DocumentCenter/View/401/Policy-Number-01---Acceptable-Use-of-Information-Technology---New>
  - b. <https://humanresources.portsmouthva.gov/DocumentCenter/View/403/Policy-Number-12---Social-Media-Policy---New>
  - c. <https://humanresources.portsmouthva.gov/DocumentCenter/View/123/Policy-Number-10---Standards-of-Conduct---August-2017-PDF>
  - d. <https://humanresources.portsmouthva.gov/DocumentCenter/View/135/Policy-Number-23---Workplace-Harassment-PDF>
6. PFRES SOPs Series 100, 200, 300, 600, and 700
7. Regional Medical Protocols  
<https://www.tidewaterems.org/docman/protocols/200-protocols/2899-2022-regional-medical-protocols-with-appendices/file>

# FIRE DEPARTMENT SUGGESTED READING MATERIALS

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## Fire Captain (Written and Assessment Center)

1. Evidence-Based Practices for Strategic and Tactical Firefighting 1st Edition
2. Step up and Lead – Frank Viscuso
3. Brannigans Building Construction for the Fire Service – 6th Edition
4. AAOS Advanced Emergency Care of the Sick and Injured 3rd edition
5. Portsmouth City Administrative Regulations
  - a. <https://humanresources.portsmouthva.gov/DocumentCenter/View/401/Policy-Number-01---Acceptable-Use-of-Information-Technology---New>
  - b. <https://humanresources.portsmouthva.gov/DocumentCenter/View/403/Policy-Number-12---Social-Media-Policy---New>
  - c. <https://humanresources.portsmouthva.gov/DocumentCenter/View/123/Policy-Number-10---Standards-of-Conduct---August-2017-PDF>
  - d. <https://humanresources.portsmouthva.gov/DocumentCenter/View/135/Policy-Number-23---Workplace-Harassment-PDF>
6. PFRES SOPs Series 100, 200, 300, 600, and 700
7. Regional Medical Protocols  
<https://www.tidewaterems.org/docman/protocols/200-protocols/2899-2022-regional-medical-protocols-with-appendices/file>

## Fire Battalion Chief (Assessment Center Only)

1. Evidence-Based Practices for Strategic and Tactical Firefighting 1st Edition
2. Step up and Lead – Frank Viscuso
3. Brannigans Building Construction for the Fire Service – 6th Edition
4. AAOS Advanced Emergency Care of the Sick and Injured 3rd edition
5. Portsmouth City Administrative Regulations
  - a. <https://humanresources.portsmouthva.gov/DocumentCenter/View/401/Policy-Number-01---Acceptable-Use-of-Information-Technology---New>
  - b. <https://humanresources.portsmouthva.gov/DocumentCenter/View/403/Policy-Number-12---Social-Media-Policy---New>
  - c. <https://humanresources.portsmouthva.gov/DocumentCenter/View/123/Policy-Number-10---Standards-of-Conduct---August-2017-PDF>
  - d. <https://humanresources.portsmouthva.gov/DocumentCenter/View/135/Policy-Number-23---Workplace-Harassment-PDF>
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