

# ***Pilot Promotional Recruitment and Testing Guidelines for Select Fire/Rescue Classifications***

## ***2012 October***

### **Purpose:**

To develop a structured promotional examination process specifically for select fire/rescue classifications.

### **Guidelines Apply to the Following MAA Fire/Rescue Classifications:**

- Airport Firefighter II (Driver/Operator)
- Airport Paramedic Lieutenant
- Airport Fire Lieutenant

**Timeframe:** Process valid through September 2014.

- The written examination portion shall be administered ninety (90) days after the initial announcement for a promotional opportunity.
- The interview/practical examination shall be administered within approximately twenty (20) days after the written examination.
- Offers for promotion shall be made no later than approximately twenty (20) days after the administration of the interview/practical examination.
- Candidates will have seventy-two (72) hours to accept or decline a promotional offer.

### **Background:**

These guidelines will produce qualified candidates by using a competitive process for the above fire and rescue promotional classifications. The candidates will be tested through a written examination and demonstrated practical performances or technical interviews. We will attempt to establish testing dates for each classification/position. This will allow the candidate to prepare for each examination cycle. Dates for each phase of the promotional process will be established and provided to all members of the fire/rescue organization by Departmental or General Order. Study material reference lists will be provided for each promotional classification.

A promotional written examination for each classification will be administered at a minimum of every two (2) years. The written examination process will involve fifty (50) questions for each examination. Each examination will be verified for content accuracy by MAA HR, MAA Office of Fair Practices and FRD management personnel (Subject Matter Experts). Promotional Study Material for Airport Firefighter II (Driver Operator), Airport Paramedic Lieutenant, and Airport Fire Lieutenant will be developed by FRD management and provided at the beginning of each examination cycle. Study guide material will be based on the position that is being recruited for at that time. Before a recruitment is initiated, candidates on the current eligible list may be offered the positions, based on their numerical order on the list. At the date the recruitment is

initiated any eligible reinstatements (if applicable) will be notified of the upcoming testing process and asked if they would like to proceed as a candidate. Reinstatements will be required to take the written examination; they may move forward after the exam if they receive the score documented in this pilot program.

Please note the following for the examination and interview/practical:

- Each candidate will take a fifty (50) question written examination for each classification identified above.
- The passing score will be thirty-five (35) correct answers for each written examination.
- No interviews/demonstrated practical will be given to candidates who score below a thirty-five (35) on the written examination
- No makeup written examinations or interviews/demonstrated practical will be given.
- Documentation of professional certification for required training must be submitted by each applicant. This documentation may be in the following form(s);
  - Certificate with an IFSAC Seal
  - Certificate with a National Pro-Board Seal (Pro-Board)
  - Certificate with a Maryland Pro-Board Seal (MFSPQB)
  - National Pro-Board transcript documenting required training

Training certifications must be submitted to the MAA Human Resources office by the closing date of the position applying for. The applicant's name and the training title must be clear and legible. Failure to submit appropriate certification of all required training by the application closing date will preclude the applicant's participation in the promotional process. All certifications are in accordance with the National Fire Protection Association (NFPA) standards.

- Required training certificates:

For Airport Firefighter II - Driver Operator \*

Non-commercial Class B Driver's License valid in the state of Maryland

NFPA 1001 Fire Fighter I

NFPA 1001 Fire Fighter II

MFRI Emergency Vehicle Operator Course (EVOC)

NFPA 1003 Airport Firefighter

NFPA 1002 Fire Apparatus Driver Operator – Pump, Aerial, and ARFFA (Fire and Rescue Firefighting Apparatus)

**For Airport Paramedic Lieutenant: \***

The employing administration may require employees to satisfy its agency training, and certification program requirements to obtain and maintain permanent status in this classification.

**For Airport Fire Lieutenant: \***

Driver's License Class A or B valid in the state of Maryland

NFPA 1001 Fire Fighter I

NFPA 1001 Fire Fighter II

NFPA 1003 Airport Firefighter

NFPA 1021 Fire Officer Level I

NFPA 1031 Fire Inspector Level I

NFPA 1041 Emergency Service Instructor Level I

NFPA 472 Hazardous Materials – Operations Level

If promotional only recruitment you must have been an acting or promoted Driver for one (1) year.

If promotional only recruitment Firefighter with three (3) years experience at BWI FRD.

\*These certifications are subject to change.

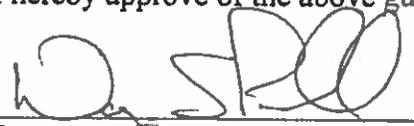
**Examination process to be followed for all written examinations:**

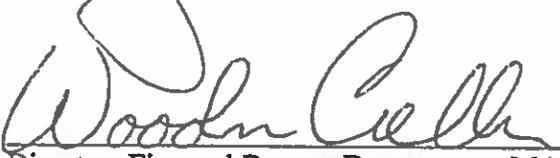
- Candidates will receive an 8 ½ x 11 sheet of paper that is numbered from 1 to 50 at the beginning of the written examination. The candidate will be able to complete this sheet with their answers and take it with them. This sheet can only contain the answer key for the candidate's written examination. A test proctor will review this sheet prior to the candidates leaving the test site. The candidate will mark the answer to the question they have concerns about during the written examination by circling the number. MAA HR will provide the answer to the written examination the following day by Email. The candidate can then grade their answer sheet and determine if they have any protest answers.
- The Union will identify a member of their local from each promotional classification; this representative will be of equal or higher rank to the position that is being tested, to serve as a written examination representative prior to the written examination being given. A member from MAA HR and FRD management staff along with the union representative will review the examination if protest questions are received.
- The candidate will then provide, in writing to MAA HR, their union written examination representative and designated Fire Rescue Department (FRD) management staff member the question(s) to be protested by the published written protest question date. The candidate will receive written receipt from MAA HR for protest questions submitted. (The date protest question(s) are required to be submitted will be published prior to the written examination date).
- Each protest question will be reviewed for accuracy by the group identified above.
- At the conclusion of the question protest meeting, MAA HR will email the results to all members who took the written examination. The email will contain all questions protested and the final disposition. The candidate will now be able to determine their final written score. In addition, letters indicating their score will be mailed to all applicants. MAA HR will validate the candidate's answer sheet to determine those individuals eligible for demonstrated practical/interview. (After the protest time if an answer reviewed is deemed incorrect all applicant scores will be adjusted. For example, the correct answer was originally thought to be A, but after the protest review it's determined that B is the correct answer. A point will be deducted for all candidates who selected A, since B is the correct answer.)
- If the candidate passes the written examination with a score of 35 or better they will be eligible to participate in the demonstrated practical/interview.
- The interview/practical panel will be a diverse group based on gender and race that are the same rank or higher than the classification being interviewed; management will attempt to have the panel consist of both internal and external members. The panel is responsible for ensuring that the interview/practical scores are correctly scored and accurate.
- The demonstrated practical or interview will constitute fifty (50) percent of the candidate's final score. The interview is not limited to a certain number of questions, or the demonstrated practical stations. Questions may be weighted

- differently. The candidate must obtain at least 70% of the highest possible interview/practical score to appear on the eligible list.
- The candidates cannot protest the interview/practical scores.
  - The written score will be added to the interview or demonstrated practical score to create the final score.
  - The written examination score will be added to the practical/interview score to determine the candidate's final standing on the eligibility list
  - Scoring Example:
    - The candidate received a written score of 45 and an interview or practical score of 40.
      - Written : 45
      - Interview: 40
      - Final Score: 85
  - Candidates cannot protest their final score.
  - Together, FRD management designee along with a MAA HR representative will meet with any candidate, at their request, who does not pass the written examination or practical/interview. The purpose of the meeting is to help explain to the candidate how they can improve on future examinations.
  - Candidates will be listed on the eligibility list by their numerical score.
  - Candidates with identical scores on the final eligibility list will be listed in seniority order of assignment to the FRD.
  - Once the eligible list is established the following will occur in the sequence provided below.
    - A review of all the candidates' personnel files will occur; the review will include the last two (2) years of performance evaluations and disciplinary actions by the Director of FRD in consultation with Human Resources, and MAA's Deputy Executive Director.
    - If a candidate has any record of disciplinary action in their personnel file from the last two years the candidate may not be selected, but will remain on the eligible list.
    - If the highest ranked candidate on the eligibility list successfully passes the personnel review then he/she will fill the vacant position offered. If multiple positions of the same classification are vacant the top ranked candidate will have a choice of which position to accept. This will continue down the eligibility list until all positions are filled.
  - MAA FRD can conduct an open recruitment if:
    - No candidate receives a passing score.
    - Conditions preclude FRD from making any offers.
    - Any offers made are not accepted.
  - If the selected candidate does not accept the position, he/she will be removed from the eligible list. The eligibility list will remain in effect until it is exhausted or expires.
  - Vacant positions will be determined by an employee's official cutoff date.
  - The eligibility list will be used to fill a vacant position as determined by the official cutoff date.

When the eligibility list is established, the candidate will receive a letter in the mail listing their score, rank and expiration date. The letter will also include the eligibility list's official established date. The FRD and MAA HR will develop the format of the letter being sent to the candidates.

I hereby approve of the above guidelines.

  
\_\_\_\_\_  
Deputy Executive Director, MAA                      10/24/12  
Date

  
\_\_\_\_\_  
Director, Fire and Rescue Department, MAA                      10-24-12  
Date

  
\_\_\_\_\_  
Union President, IAFF                      10/24/12  
Date