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Promotional Recruitment and Testing Guidelines for Select Fire/Rescue Classifications

Guidelines apply to the following MAA Fire/Rescue Classification

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

Purpose:

To develop a structured promotional examination process specifically for select Fire & Rescue job classifications. These guidelines will produce qualified candidates by using a competitive promotional process for the above listed Fire & Rescue classifications. The candidates will be tested through written examinations and demonstrated practical performances or technical interviews. This will allow the candidates to prepare for each examination cycle.

Definitions:

Eligible list: The list established for applicants who submit an application for a position and meet the minimum qualification for the job classifications listed above. The applicants are deemed eligible to participate in the written examination and the demonstrated practical or interview.

Ranked Selection List: The final list established and used to make official offers to candidates successfully passing the written examination and demonstrated practical or interview.

Ranked Candidate: Candidate listed in numerical order of final weighted score and scores at least 70% (combination of weighted written examination and demonstrated practical or interview) of the final total weighted score.

Demonstrated Practical: Can apply to all three job classifications listed above.

Interview: Applies to the Airport Paramedic Lieutenant and Fire Lieutenant job classifications.

Promotional only: Opportunity available to Maryland Aviation Administration (MAA) employees ONLY.

Promotional Reclassification: No PIN exists for the vacant function. The selected candidate will be reclassified in the current PIN, per TSHRS policy and guidelines.

Open Promotional: A PIN exists for a vacant position.

Timeframes

The written examination portion shall be administered 90 calendar days after the initial job announcement is posted for promotional opportunity.

The demonstrated practical or interview shall be administered within approximately twenty (20) days after the written examination.

Candidates will have seventy-two (72) hours to accept or decline a promotional offer.

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Dates for each phase of the promotional process will be established and provided to all members of the Fire & Rescue organization Departmental or General Order. Study material will be provided for each job classification listed above.

A promotional examination for each job classification listed above will be initiated a minimum of every two 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 Diversity, Equity, & Inclusion, and Fire & Rescue Management Personnel (Subject Matter Expert).

Promotional study material will be developed by Fire & Rescue management for the classifications listed above. Study guide material will be based on the position that is being advertised at the time. At the date the job announcement is posted (if open to the public), any eligible reinstatement candidates will be notified of the upcoming recruitment if they are certified on MDOT's Transfer & Reinstatement list as eligible.

Before a recruitment effort is initiated, candidates on a current active Ranked Selection List may be offered the promotional opportunity based on their numerical order on the list. However, management reserves the right to launch a new recruitment effort at any time regardless of the status of a Ranked Selection List.

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

Required Training Certifications:

Airport Firefighter II (Driver Operator)

Non-commercial Class B Driver's License valid in the State of Maryland
NFPA 1001 Firefighter I
NFPA 1001 Firefighter II
MFRI Emergency Vehicle Operator Course (EVOC)
NFPA 1003 Airport Firefighter
NFPA 1002 Fire Apparatus Drive Operator – Pump, Aerial
ARFFA (Fire & rescue Firefighting Apparatus)

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.

Airport Fire Lieutenant

Requirements:

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- Driver's License Class A or B valid in the State of Maryland
- Served as acting or promoted Driver for one (1) year
- Firefighter with three (3) years at BWI FRD

Required industry certifications:

- NFPA 1001 Firefighter I
- NFPA 1001 Firefighter 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

* The required industry certifications listed above are subject to changes in accordance with Pro Board industry standards.

Examination Process Guidelines

Written Examination:

Each candidate will take a fifty (50) question written examination for each of the classifications listed. Candidates must pass the written examination with a 70% or higher to be participate in the demonstrated practical or interview. No makeup written examinations will be given. Candidates will receive an 8 1/2 X 11 sheet of paper that is numbered from 1 to 50 at the beginning of the written examination. The candidates will use to sheet to record their answers to the exam questions and take it with them. Only answers to exam questions can be documented on this sheet. The test proctor will review this sheet before candidates exit the exam site. Candidates will indicate any questions on this sheet of paper that they would like to challenge by circling the question during the written examination.

Demonstrated Practical or Interview

Candidate passing the written examination with a 70% or better will be eligible to participate in the demonstrated practical or interview. MAA will validate all candidate answers to determine who is eligible for the demonstrated practical or interview.

The demonstrated practical or interview panel will be a diverse group based on race and/or gender who are the same rank or higher than the classification being evaluated. Management will attempt to have the panel members consist of both internal and external members. The panel is responsible for ensuring that the practical or interview evaluations are consistent, accurate, and in line with the desired outcomes per the evaluation criteria submitted and approved.

The demonstrated practical or interview will constitute 50% of the candidate's final score. The demonstrated practical or interview is not limited to a certain number of questions. The candidate must obtain at least 70% on the demonstrated practical or interview to appear on the Ranked Selection list.

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The candidate cannot protest demonstrated practical or interview scores.

Challenging Questions

MAA HR will provide the answers to the written examination the following day via email. Candidates can then grade their answer sheet to determine if there are any answers in which they would like to protest. A published written protest date will be provided to candidates.

The union will identify a member of their local to serve as a representative for each classification listed. The representative must be of equal or higher rank to the position being tested for. The representative must be identified before the written exam is given. A member of MAA HR and Fire & Rescue management along with the union representative will review the examination question (s) being protested. Candidates will provide the designated group mentioned above the questions in which they would like to protest by the published written protest date. The candidate will receive written receipt from MAA HR.

At the conclusion of the written question protest period, MAA HR will email the results to all candidates who took the written examination. The email will contain all questions protested and the final disposition. If an answer reviewed is deemed to be incorrect all applicant scores will be adjusted. For example, the correct answer to a question was originally thought to be A, but after the question protest review it was determined that B is the correct answer. A point will be deducted for all candidates who selected A and a point will be given to all candidates who selected B.

Guidelines for Scoring:

The demonstrated practical or interview score will be added to create the final score.

- Written Examination: 50% weight of final score
- Demonstrated Practical or interview: 50% weight of final score

Example:

- Written Examination worth 50 total points (must earn at least 70% or 35 points to participate in demonstrated practical or interview)
- Demonstrated practical or interview worth 200 points
- Total possible weighted points: 125
- Minimum final weighted score needed to rank on the Ranked Selection List: 87.5

Sample Ranked Selection List:

| Ranking | Sample Candidate | Written Raw Score | Weighted Written Score | Practical or Interview Raw Score | Practical or Interview Weighted Score | Final Total Weighted Score |
|----------------|-------------------------|--------------------------|-------------------------------|---|--|-----------------------------------|
| 1 | Candidate 1 | 35 | 17.5 | 185 | 92.5 | 110.0 |

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| | | | | | | |
|---------|-------------|----|------|-----|----|------|
| No rank | Candidate 2 | 25 | 12.5 | 110 | 55 | 67.5 |
|---------|-------------|----|------|-----|----|------|

Guidelines for Selection

The Final Weighted Score is what will be used to determine numerical candidate order on the Ranked Selection List.

Candidates cannot protest their final scores.

Ranked Candidates with identical scores on the final Ranked Selection List will be listed in seniority order.

Guidelines for Offer

A review of personnel files will be conducted for candidates at the time of offer. The review will include the last two years of performance evaluations and the employee’s disciplinary file.

If selected 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 top ranked candidate successfully passes the personnel and disciplinary file review an offer will be extended. If multiple positions of the same classification are vacant the top ranked candidate will have a choice of which position to accept.

If the selected candidate does not accept the position offered, he/she will be removed from the Ranked Selection List.

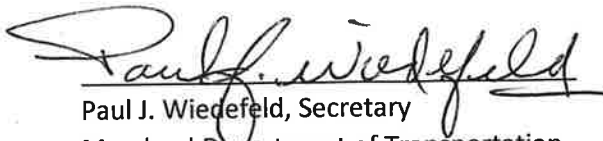
The Ranked Selection List will remain valid until it is exhausted or expires.

Additional Information

When an Eligible List is established, candidates will receive a letter listing their score and expiration date. MAA HR will develop the format of the letter being sent to candidates.

Fire & Rescue Management along with MAA HR will meet with any candidate, at their request, who does not pass the written examination or the demonstrated practical or interview. The purpose of the meeting is to help explain to the candidate how they can improve on future examinations.

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