



**REVISED**  
**PROMOTIONAL**  
**OPPORTUNITY ANNOUNCEMENT**  
June 10, 2010

<u>Fire Fighter Battalion Chief or</u> <u>Fire Fighter/Medic</u> <u>Battalion Chief</u>	<u>Fire/EMS Department</u>	<u>Announcement</u> 10-517	<u>Salary Range</u> \$62,237 - \$121,057
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**THIS ANNOUNCEMENT IS RESTRICTED TO EMPLOYEES AT THE RANK OF FIRE FIGHTER CAPTAIN (Y-05), OR FIRE FIGHTER/MEDIC CAPTAIN (Y-05) WITHIN THE PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT**

The Office of Human Resources Management (OHRM) will establish a Promotional Eligibility Register for the positions of Fire Fighter Battalion Chief and Fire Fighter/Medic Battalion Chief, grade Y-06.

**I. TYPICAL DUTIES:** This is senior level supervisory and administrative fire fighting and/or basic/advanced life support service work. Incumbents in this position typically have overall responsibility for managing, supervising, and controlling/coordinating the operations of the professional and volunteer fire personnel in the assigned company/battalion and/or advanced emergency medical services.

**II. MINIMUM QUALIFICATIONS:** Candidates must have successfully completed career recruit school (CRS) for Fire Fighters and meet the following minimum qualifications:

- Classified as a Captain (Y05) (must maintain all EMT certifications/licenses to be eligible to take promotion exam) for a period of not less than eighteen (18) months as of January 1, 2011.
- National Certification Fire Officer IV as of October 1, 2010.
- Joint Apprenticeship Training Committee (JATC) program as of October 1, 2010.
- Sixty (60) college credits must count towards a college degree and be on a transcript from an accredited college/university, as of October 1, 2010, to include:
  - English (3 credits)
  - Mathematics (3 credits)
  - Communications (3 credits)
  - Social or Behavioral Science (3 credits)

Candidates must have a current satisfactory performance appraisal to be considered for promotion.

**III. CLOSING DATE:** Each candidate seeking to participate in the Fire Battalion Chief Promotional process must submit a Promotional Examination Intent Form (Page 4). The Promotional Examination Intent Form must be received by **5:00 p.m., on or before July 9, 2010. The Promotional Examination Intent Form WILL NOT be accepted if received after 5:00 p.m. on the closing date.** Promotional Examination Intent Forms must be **hand carried** and submitted to:

**OFFICE OF HUMAN RESOURCES MANAGEMENT  
1400 McCormick Drive, Suite 159  
Largo, Maryland 20774**

**IV. CANDIDATE DOCUMENTATION:** Each candidate must submit documentation of his or her minimum qualifications and a current resume by **5:00 p.m., on or before October 1, 2010. The documentation WILL NOT be accepted if received after 5:00 p.m. on October 1, 2010.** The documentation and resume must be **hand carried** and submitted to:

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT  
Human Resources  
9201 Basil Court, Suite 355  
Largo, Maryland 20774**

**V. VERIFICATION OF ELIGIBILITY REQUIREMENTS:** Candidates who satisfy the Minimum Qualifications Requirement will be deemed eligible to compete in the promotional process and will be notified. Correspondence from the Fire/EMS Department will be done primarily via email; therefore, candidates are responsible for monitoring and checking their County email.

**VI. ASSESSMENT PROCESS:** The promotional process will consist of two (2) phases: Phase I will be a Skills Assessment which will include multiple exercises, with the details of each exercise and the competencies to be assessed being provided during an orientation session. Candidates must achieve a rating of at least "Qualified" during Phase I in order to proceed to Phase II. Phase II will be a structured interview, which will consist of a series of questions pertaining to the candidate's experiences.

Two (2) orientation sessions will be conducted to provide detailed information about the promotional process. While attendance at the orientation session is voluntary, it is strongly recommended that you make arrangements to attend one of the sessions. Furthermore, you will not be compensated for your voluntary attendance. The sessions will be held during the month of September. Candidates will be notified as to the date, time and location of the orientation sessions as soon as practical.

Phase I of the promotional process is scheduled for October 30, 2010. Phase II of the promotional process is scheduled for the week of November 15-19, 2010, with candidates being notified of their structured interview time the week prior. **Only those candidates achieving a rating of at least "Qualified" during Phase I will be eligible to participate in Phase II.**

All dates and times regarding the orientation sessions and the promotional process are subject to change. Candidates will be notified of changes as soon as practical.

**VII. EXCUSED ABSENCES:** There will be no excused absences for either phase of the process.

**VIII. NOTICE OF RATING:** All candidates will receive a notice of rating from OHRM, which will indicate their eligibility/ineligibility and overall rating earned. The overall rating will be categorized as follows: Outstanding, Well Qualified, Qualified, Less Than Qualified, and Not Qualified. **It is important that you have an up-to-date mailing address on file because OHRM sends examination notifications, results, and related examination material directly to the candidates via US mail.**

**IX. DURATION OF ELIGIBILITY:** OHRM will certify the Promotional eligibility register, which will expire on December 31, 2012. Candidates must obtain an overall rating of at least "Qualified" on both Phase I & II of the promotional process in order to be placed on the promotional eligibility register.

**PRINCE GEORGE'S COUNTY  
FIRE/EMS DEPARTMENT  
Promotional Examination Intent Form**

**EXAMINATION/POSITION APPLIED FOR: Fire Fighter Battalion Chief AND  
Fire Fighter/Medic Battalion Chief**

**ANNOUNCEMENT NUMBER: 10-517**

**NAME:**

**HOME ADDRESS:**

**TELEPHONE: (HOME)**

**(WORK)**

**FIRE/EMS ID:**

**CURRENT RANK:**

**PROMOTION DATE:**

**I hereby affirm that the information given above is true.**

**SIGNATURE:**

**DATE:**

**I request to be scheduled for the promotional examination for Fire Fighter Battalion Chief and Fire  
Fighter/Medic Battalion Chief.**

**I understand that this form must be HAND DELIVERED by 5:00 p.m., on July 9, 2010 to:**

**OFFICE OF HUMAN RESOURCES MANAGEMENT  
Employment Services Division  
1400 McCormick Drive, Suite 159, Largo, MD 20774**

**RECEIPT**

**This acknowledges receipt of your Promotional Examination Intent Form for the position  
of Fire Fighter Battalion Chief and Fire Fighter/Medic Battalion Chief, Announcement  
#10-517.**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_