



City of Torrance

PROMOTIONAL OPPORTUNITY

FIRE BATTALION CHIEF (Job Code 16067115)

Pay Range: \$10,692.58 per month – 40 hr.
\$9,322.85 per month – 56 hr.

Benefits: Please refer to the Torrance Fire Chief Officers' Association Memorandum of Understanding <http://www.TorranceCA.Gov/10032.htm>.

Position Overview

Under general direction, manages a major unit of the Fire Department; to direct the staff, equipment and activities of that unit and perform related work as required.

For a detailed job description, please visit <http://www.torranceca.gov/7007.htm>.

Candidate Qualifications

CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Equivalent to graduation from high school; and eight years (8) of service on the Torrance Fire Department **AND** completion of probation as a Fire Captain.

The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.

Application and Selection Process

City Applications will be accepted **online only** from **June 15, 2016 through June 23, 2016 at 5:30 p.m.**, at www.TorranceCA.Gov/Jobs. The examination will consist of an **Emergency Event Assessment** to be **weighted 20%**, an **Administrative/Management Skills Assessment** to be **weighted 40%**, and an **Individual Accomplishment Survey** to be **weighted 40%**.

The Accomplishment Survey must be submitted to Human Resources on or before June 30 2016 at 5:00 p.m. See attached for further information.

A portion of the Administrative/Management Skills Assessment is **tentatively scheduled for June 30, 2016**. The Emergency Event Assessment and secondary portion of the Administrative/Management Skills exams are **tentatively scheduled for the week of July 18, 2016**. *Failure to pass any test may eliminate candidates from proceeding further in the testing process. No assistive devices or materials will be permitted in any testing process unless specifically indicated in invitation notices.*

Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

Candidates may call (310) 618-2915 with application or testing questions.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

CITY OF TORRANCE
FIRE BATTALION CHIEF
ACCOMPLISHMENT SURVEY/APPLICATION SUPPLEMENT
2016

CANDIDATE INSTRUCTIONS

The Accomplishment Survey is a structured exam which will be weighted at 40% of the total score for the Fire Battalion Chief Promotional Exam Process. It is designed to help assess and rate your competencies/professional characteristics in specific areas that have been determined to be important to the success of an incoming Fire Battalion Chief. It allows you, as a candidate, to provide specific information which indicates your qualifications for Fire Battalion Chief by way of past professional behaviors. We ask that behavior identified be within the past 5 years.

The Fire Battalion Chief position within the Torrance Fire Department requires that a candidate have a variety of competencies/professional characteristics including those related to Leadership, Management and Interpersonal Skills. Possibly most important of all, Fire Battalion Chiefs must possess and model behaviors that are required for organizational success and achievement of organizational goals, including reliability and commitment.

The ideal candidate will not only possess these skills and characteristics, they will have clearly demonstrated these in the performance of their professional duties.

RESPONSE SPECIFICATIONS:

For each of the six competencies below, you are to prepare a written summary of your demonstrated competencies using real work examples from the past five (5) years to illustrate your response. Your response should be narrative/essay format, and should clearly reflect which competency you are responding to.

YOU MUST CLEARLY IDENTIFY YOUR PERSONAL/INDIVIDUAL EFFORT DISTINGUISHING YOUR ROLE FROM OTHERS IN LARGER TEAM EFFORT, IF THESE ARE PROVIDED.

The maximum allowable length of your response is 12 pages, one-sided. This allows for approximately 2 pages for each competency. No additional pages, materials or attachments will be accepted. Begin each competency on a new page, indicating which competency you are responding to. Please include your name in the top right hand corner of each page.

One copy of your written response should be printed on plain white paper and submitted to Human Resources on or before June 30 2016 at 5:00 p.m. Please sign your name on the back of the last page of your submitted Accomplishment Survey.

RATING:

Your response will be read and rated by internal Torrance Fire Department staff, including Fire Battalion Chiefs and the Senior Business Manager.

Rating will be done first individually followed by group discussion and consensus. The final score will be the mean/average of the raters' individual scores. A score of 70% is required for passing. A *Not Recommended*/failing score can be attained. *Not Recommended* scoring candidates may be allowed to continue in the exam process, but will not have their names assigned to an eligibility list.

The following are the defined competencies that will be reported out and rated in this process:

Commitment: Clear understanding of and contribution to the Department and City Organizational mission, vision and values. Is supportive of and works well with organizational leaders. Efforts-individual or team-have resulted in a contribution which is identifiable and has added value toward accomplishment of organizational goals. Performs at a high level.

• For this competency, please provide information, citing specific examples, of how you have demonstrated your contribution toward organizational goals.

Standards and Control: Professional duties have been accomplished at the highest attainable work quality and in accordance with established guidelines. Performance history has indicated a desire for self-improvement. Challenges others at a peer and subordinate level to work to attain and maintain high quality work and to always abide by established rules and regulations.

• For this competency, please provide information, citing specific examples, of how you have attained and upheld high performance standards for yourself and how you have assured that you, your peers and subordinates abide by organizational guidelines.

Interpersonal Awareness: Ability to establish and maintain positive and effective working relationships with individuals at all levels within the organization. Builds bridges and engages others in common goals. Demonstrates respect for others through actions.

• For this competency, please provide examples of your ability to work with and respond to others demonstrating care, concern, tact, diplomacy, respect and responsiveness. Include information which demonstrates your approachability and accessibility to others-including peers and supervisors and other City team members.

Community Awareness and Involvement: Demonstrated understanding of community needs and personal dedication to public/community service. Actions have led to a positive image of self and the Department in the community and/or led to community support of Department operations. Responsiveness.

• For this competency, please provide your understanding, as evidenced by examples, of the needs of the community and your ability to develop and maintain effective community relationships.

Leadership Skills: The ability to influence others to perform at their maximum capability embracing and achieving the Department mission, vision and values. Contributes to team spirit and focuses upon what is good for the group/organization rather than self. Contributes freely and selflessly.

• For this competency, please provide information which demonstrates how you have influenced others to do their best by your actions and example.

Reliability: Demonstrated ability to accomplish responsibilities consistently on time and within established guidelines. Dependable. Forward thinking to determine and address potential obstacles. Accepts duties/assignments in a positive manner.

• For this competency, please provide examples of how you have successfully accomplished assignments – even difficult ones or a heavy work load, in a positive manner. Use examples of overcoming obstacles to attain goals, if appropriate.