

USERRA

FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

CITY OF HOUSTON
EXAMINATION ANNOUNCEMENT FOR
THE POSITION OF

Captain 2018

Houston Fire Department

QUALIFICATIONS FOR ELIGIBILITY TO TAKE TEST:

All Firefighters who were on active military duty on August 1, 2018, and have ever held a continuous position for two (2) years or more in the classification of Engineer Operator, and who have four (4) years actual service in the Houston Fire Department are eligible. In order to be promoted, applicants must comply with all applicable Chapter 143 of the Tex. Loc. Gov't Code provisions dealing with promotions.

DUTIES:

As assigned by the superior officer.

APPLICATION TO TEST IN ASSESSMENT CENTER:

ONLY "on-line" applications will be accepted. To apply for this examination, please log on to: www.governmentjobs.com/careers/houston/promotionaljobs.

Access to the Internet and to computer terminals may be found at any Public Library. On-line applications must be submitted by 4:30 PM, Friday, October 26, 2018.

THERE WILL BE NO LATE SIGN-UPS.

NOTE:

FOR FULL CREDIT, All information regarding education points and certification points **must** be turned in to HFD Human Resources before the promotional exam. The **deadline** to turn in your records for this promotional exam is **three (3) weeks** prior to the written examination date.

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APPLICATION TO TAKE WRITTEN EXAMS:

After administration of the Assessment Center component, candidates will be **REQUIRED** to complete an additional Sign Up application in order to be included in the paper and pencil components.

ONLY “on-line” applications will be accepted. To apply for the written examination **after** completing the Assessment Center, please log on to: www.governmentjobs.com/careers/houston/promotionaljobs.

Access to the Internet and to computer terminals may be found at any Public Library. On-line applications for the written exams will **begin Wednesday, January 16, 2019** and must be submitted no later than **4:30 p.m., FRIDAY, January 18, 2019**. **THERE WILL BE NO LATE SIGN-UPS.**

REASONABLE ACCOMMODATIONS:

Please notify Classified Testing (HFDCST@houstontx.gov) if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date**.

NOTE:

Please note that rankings may be adjusted on this list as individuals returning from military service take a comparable examination, and are added to this list. (Uniformed Services Employment and Reemployment Act).

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HOUSTON FIRE DEPARTMENT

SOURCE MATERIAL LIST FOR 2018 PROMOTIONAL EXAMINATION: USERRA CAPTAIN

Fire Officer's Handbook of Tactics, Copyright 2012, 4th Edition, OMIT THE FOLLOWING: Preface; Tables; Figures; Pictures; Appendices; Summaries; Index; Glossary. By John Norman. ISBN- 978-1-59370-279-3. Published by PennWell Corporation, Tulsa, OK. (800-752-9764). \$85.00 plus shipping and handling. To order on-line go to: www.pennwellbooks.com.

Effective Supervisory Practices, Copyright 2013, 5th Edition. OMIT THE FOLLOWING: About the Editor; Preface; **Chapter 6**; Supervisory Situations; Recommended Resources; Contributors; Index. Edited by Michelle Poche' Flaherty. ISBN-978-0-87326-774-8. Published by ICMA, Washington DC. (770-280-4171) or email icma-orders@pbd.com. \$65.95 plus shipping and handling.

Evidence-Based Practices for Strategic and Tactical Firefighting, Copyright 2016, 1st Edition. OMIT THE FOLLOWING: Acknowledgements; Pages 16 and 17 (Continued Research, Summary and Wrap-up). By International Association of Fire Chiefs National Fire Protection Association. ISBN: 13: 978-1-284-08410-8, 10: 1284084108. Published by Jones and Bartlett Learning, Burlington, Massachusetts. Customer Service: (800-832-0034) \$14.95 plus shipping and handling. To order on-line go to: <http://www.jblearning.com>

IFSTA Building Construction for the Fire Service, Copyright 2016, 4th Edition. OMIT THE FOLLOWING: Acknowledgements; Introductions; Case Histories; Figures; Tables; Chapter Summaries; Review Questions; Chapter Notes; Appendices; Glossary; Index. ISBN: 978-0-87939-594-0. Published by National Fire Protection Systems. Customer Service: (800-654-4055) \$70.00 plus shipping and handling. To order on-line go to www.ifsta.org.

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Volume 1 Administration		
Ref Number	Subject	Date on Document
01	Rules and Regulations	08-01-12
03	Community Interaction	09-09-15
04	Complaints	04-14-16
06	Controlled Substance and Alcohol Abuse	09-11-15
08	Visiting Dignitaries	07-01-15
09	Mutual Aid	05-22-15
10	Mobile and Portable Radio Operations (Delete: 6.06C and Attachments I and II)	10-23-15
13	Extra Employment	04-26-18
19	Grievances (Classified)	09-19-11
22	Leaves and Absences Delete: 3.32; 3.52; 6.7 B., 5 and 6 (page 18); 6.7 C (pages 18-19); 6.13 (pages 36-38)	08-20-15
23	Fire Station Management	03-01-13
24	Uniform Regulations and Personal Appearance	01-02-14
27	Personnel Records	09-26-16
30	Coaching, Counseling, and Motivating Members of the Houston Fire Department	08-27-15
33	Internet/Intranet Guidelines	09-26-16
35	Classified Employee Performance Evaluation	03-31-16
39	Filing Overtime Submission	08-11-15

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Volume 2 Emergency Operations		
Ref Number	Subject	Date on Document
01	Staffing	03-01-13
02	Protective Clothing (Delete ARFF)	01-02-12
05	Highrise Firefighting	09-01-08
06	Incident Management	04-23-15
07	Evacuation and Rescue Boat Operations	10-15-15
08	Rescue Rope	08-01-15
09	Trench Rescue Incidents	04-23-12
12	Confined Space Operations	10-15-15
13	CIMA	07-06-15
14	Hazardous Chemicals/Right to Know	01-01-02
15	Hazardous Materials Incidents	04-24-15
17	Rehabilitation Sector	08-01-15
18	Airport	02-09-15
21	Rapid Intervention Teams and Survivability	09-01-14
23	High Angle Rescue	08-01-15
24	Motor Vehicle Accident and Industrial Accident Extrication	08-01-15
25	Emergency Mobilization Plan	04-23-15
26	DTO/FTO Guidelines	09-01-14
27	Chemical Exposure Evaluation	07-06-15
28	Stokes Basket Operations	09-01-11
30	Elevator Operations	08-01-15
33	Hurricane Guideline	04-23-15
36	Decontamination	07-06-15
37	Shipboard Firefighting	01-01-10
40	Probationary Firefighter	1-25-18
41	Weapons of Mass Destruction	05-20-15
42	MAY-DAY	07-07-15
43	Thermal Imaging Camera	06-10-15
46	Multiple Patient Vehicle Operations – AMBUS (MPV-602)	07-08-13
47	Structure Fire Incidents	02-11-15

Volume 3 EMS		
Ref Number	Subject	Date on Document
02	HIPAA Rules and Regulations (pages 1-20)	12-01-05
03	Infectious Disease and Control	11-24-14
04	EMS Complaint Review Process	04-14-16
09	Mass Casualty Management Guidelines	03-19-14
10	Emergency Transportation of Patients in Non-Authorized Transport Vehicles	08-13-15

Executive Orders
1.18
1.50

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EXAMINATION ANNOUNCEMENT FOR 2018 PROMOTIONAL PROCESS: USERRA CAPTAIN

The Houston Fire Department is providing an electronic version of the Guideline Study Packets for the 2018 Captain promotional exams to all applicants. The applicant will receive an email through their NeoGov account with the link to obtain the electronic study packet.
APPLICANTS SHALL REFRAIN FROM PRINTING GUIDELINES AT THE FIRE STATION.

PLEASE NOTE: Employees who will be eligible and who are interested in taking the examination should obtain the above books promptly in case a supply shortage should occur later in the year. Only the publishers' prices for the above books are listed. Prices may vary if books are obtained from any other sources. Questions for this promotional examination will be taken solely from the materials listed in this announcement. If resource materials are obtained through any source other than the those provided as specified herein, (e.g., internet, etc.), any discrepancy in the materials obtained through another source will not be allowed to support a challenge to an exam question based on such discrepancy, in whole or in part.

ORIENTATION:

The candidate orientation session will cover information on both the written exams and the assessment process. There will be one orientation session held at the Learning and Development Center located at 4501 Leeland St., Houston, Texas 77023, Room 135 (check at front desk for any last-minute room changes). The session will be held on Friday, November 16, 2018 at 10:30 a.m. The session will last approximately two (2) hours, covering information on both the written exams (written knowledge exam and situational judgment test) and the assessment process. Attendance for this orientation is voluntary.

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DATE AND TIME OF EXAMINATIONS:

The Assessment Center will be conducted on Monday, January 14, 2019 at the Learning and Development Center located at 4501 Leeland St., Houston, Texas 77023, Room 135 (check at front desk for any last-minute room changes). The report time for the Assessment Center will be 0900-0930 hours. **Report no later than 0930. A candidate reporting after this time will not be admitted.**

The Job Knowledge and Situational Judgment paper and pencil examinations will be given at 9:00 a.m. on Monday, February 11, 2019 at the Learning and Development Center located at 4501 Leeland St., Houston, Texas 77023, Room 135 (check at front desk for any last-minute room changes).

Candidates are NOT PERMITTED to bring Smart Phones, Smart watches, radios, electronic recording devices, etc. into the test site. Please leave them in your vehicle. Any items brought in will be taken up at Registration. Morris & McDaniel will not be responsible for lost or broken electronic devices brought into the testing site.

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APPEALS/REBUTTALS

Any candidate who has taken the written promotional examinations may review his/her examination results and then file an appeal of any question(s) on the tests. Appeals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. The appeal process will begin on Tuesday, February 12, 2019 and last until Tuesday, February 25,. During this process, candidates may view a copy of their answer sheets and a purported answer key. Relevant source material will be permitted in the appeals room. Candidates may fill out an appeal form for each item they wish to protest. Electronic devices will **not** be allowed in the appeals room. Morris & McDaniel personnel will be monitoring the process and candidates may be required to wait if too many candidates are in the appeals room at one time.

A rebuttal period, in which candidates may rebut any appeal filed, will begin Wednesday, February 26, 2019 and last until Tuesday, March 11, 2019. Rebuttals will be held in the Classified Testing Conference Room, 5th Floor, at 611 Walker, Houston, Texas 77002. During this process, candidates will have the opportunity to view appeals that were filed and complete a rebuttal form if they believe that the question should remain as originally keyed. Electronic devices will **not** be allowed in the rebuttals room. Morris & McDaniel personnel, along with Classified Testing, will be monitoring the process and candidates may be required to wait if too many candidates are in the rebuttals room at one time.

DATE OF ANNOUNCEMENT: October 10, 2018

POST UNTIL: FEBRUARY 10, 2019