

FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR

2015 PROMOTIONAL EXAMINATION

CHIEF INSPECTOR
HOUSTON FIRE DEPARTMENT

The 2015 promotional examination for **CHIEF INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

SUPERVISION AND LEADERSHIP IN A CHANGING WORLD, 1ST Edition, Copyright 2012. By: Gary Dessler. ISBN: 978-0-13-505865-7. Prentice Hall, 1 Lake St, Upper Saddle River, NJ 07458. (800-922-0579). Cost: \$180.20 with free ground shipping. Rush delivery available for an extra charge. Order on-line at www.mypearsonstore.com .

THE DIVERSITY CODE: UNLOCK THE SECRETS TO MAKING DIFFERENCES WORK IN THE REAL WORLD, 1ST Edition, Copyright 2011. By: Michelle T. Johnson. ISBN: 978-0-8144-1632-7. American Management Association (AMACOM). 600 AMA Way, Saranac, NY 12983. (800-250-5308). Cost: \$19.95. Order on-line at www.amacombooks.org. Shipping costs and options vary by website.

LEGAL CONSIDERATIONS FOR FIRE & EMERGENCY SERVICES, 3rd Edition, Copyright 2014. By: J. Curtis Varone. ISBN: 978-1-59370-347-9, PennWell. 1421 South Sheridan Road, Tulsa, OK 74112. (800-752-9764). Cost: \$89.00. Order on-line at www.pennwellbooks.com .

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES are included in the study material:

VOLUME I – ADMINISTRATION

| | | |
|--------|---|----------------|
| I – 01 | 10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE | DATED 04-01-12 |
| I – 01 | RULES AND REGULATIONS | DATED 08-01-12 |
| I – 04 | COMPLAINTS | DATED 08-01-12 |
| I – 05 | TRANSFERS | DATED 07-22-13 |
| I – 06 | DRUG DETECTION AND DETERRENCE | DATED 08-01-05 |
| I – 13 | EXTRA EMPLOYMENT | DATED 08-01-05 |
| I – 14 | CITY ASSIGNED VEHICLES | DATED 08-01-05 |
| I – 16 | MOTOR VEHICLE ACCIDENTS | DATED 08-01-05 |
| I – 19 | GRIEVANCES (CLASSIFIED MEMBERS) | DATED 09-19-11 |
| I – 22 | LEAVES AND ABSENCES | DATED 01-07-14 |
| I – 24 | UNIFORM REGULATIONS AND PERSONAL APPEARANCE | DATED 01-02-14 |
| I – 27 | PERSONNEL FILES | DATED 08-01-05 |
| I – 30 | COACHING COUNSELING AND MOTIVATING | DATED 08-01-05 |
| I – 33 | INTERNET/INTRANET GUIDELINES | DATED 08-01-05 |
| I – 35 | CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION (Classified Members Only) | DATED 08-01-05 |
| I – 36 | HFD HOME STORAGE VEHICLE GUIDELINE | DATED 08-01-05 |
| I – 41 | HFD CELLULAR PHONES | DATED 01-01-08 |
| I – 44 | ALTERNATIVE DISPUTE RESOLUTION/MEDIATION PROGRAM | DATED 05-12-14 |

The 2015 promotional examination for **CHIEF INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued):

HFD LIFE SAFETY BUREAU STANDARDS AND CODES

| | |
|---|--------------------|
| LSB-02 INSPECTION AND TESTING OF FIRE PROTECTION AND LIFE-SAFETY EQUIPMENT | EFFECTIVE 05-13-11 |
| LSB-03 FIRE DEPARTMENT ACCESS | EFFECTIVE 05-01-12 |
| LSB-04 ACCESS CONTROL GATES | EFFECTIVE 05-01-12 |
| LSB-05 KEY BOXES | EFFECTIVE 05-01-12 |
| LSB-10 LP-GAS AND OPEN FLAME USE, REV 06 | EFFECTIVE 05-01-12 |
| LSB-12 FIREWORKS DISPLAY | EFFECTIVE 05-01-12 |
| EO 1-18 POLICY ON USE OF SOCIAL MEDIA | DATED 01-04-11 |
| EO 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT | DATED 04-06-12 |
| HFD ACCOUNTABILITY MANUAL | DATED 10-20-14 |

THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2015 CHIEF INSPECTOR EXAMINATION are available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102, 1205 Dart Street, Houston, Texas, 77007. The guideline packet is being provided to applicants free of charge by The Robert Garner Firefighter Foundation. (Picture I.D. is required and the package must be picked up in person).

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 quartermaster 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.

PLEASE NOTE: Only the portions of the sources identified in the study aide below will be included in the examination. Omit any chapter/ section/ portion of the sources that are **NOT** specifically listed. For example, omit the glossaries of all textbooks (if no glossary is listed as a portion of any source to study for this exam). However, information contained in tables, graphs, pictures, highlights, etc. within the chapters/ section/ portion of the sources listed for study in this announcement may be included in the examination. The examination will only cover the portions of the sources explicitly listed for you to study.

ORIENTATION: Classified Testing will coordinate with HFD to host a least one test orientation prior to the examination.

DATE AND TIME OF EXAMINATION: The examination will be given at **9:00 a.m. on Wednesday, May 13, 2015** at the E. B. Cape Center, 4501 Leeland St., Houston, TX 77023, **Room 131**.

DATE OF ANNOUNCEMENT: February 11, 2015

AN EQUAL OPPORTUNITY EMPLOYER M/F

Chief Inspector - **STUDY AID**

Exam content will be based on sources listed above.

Applicant Instructions: This matrix is presented as a study aide to assist you in your preparation for the written job knowledge promotional examination for Chief Inspector with the Houston Fire Department. The top eight job tasks performed by the Chief Inspector are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (1-7). To identify what to study from any particular source and how to apply what you study to the test, follow down the sheet to read what portions/ chapters of the source are related to each critical job task. For example, as you study Source 1 think about how Chapter X might help you "Supervise Fire Prevention personnel under their command". Please note that examination questions will NOT be verbatim from the sources and will not be answerable by rote memorization. Correctly answering examination questions will require you to use the facts and information presented in these sources as they apply to the critical job tasks.

| | | Study Source 1 | Study Source 2 | Study Source 3 | Study Source 4 | Study Source 5 | Study Source 6 | Study Source 7 | |
|---|---|----------------|---|---|------------------|----------------|---|---|------|
| | Chief Inspector | Diversity Code | <u>Legal Considerations for Fire and Emergency Services</u> | <u>Life Safety Bureau Standards and Codes</u> | Executive Orders | Accountability | HFD Guidelines | <u>Supervision and Leadership in a Changing World</u> | |
| 1 | Supervises Fire Prevention personnel under their command. | Chapters 1-21 | Chapters 1, 2, 4, -19 | LSB-02, 03, 04, 05, 10, 12 | 1-18, 1-50 | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapters 1-16 | |
| 2 | Analyzes available information to make appropriate decisions. | Chapters 1-21 | Chapters 1, 2, 4, 5, 6, 8-15 | LSB-02, 04, 05, 10, 12 | 1-18, 1-50 | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapters 1, 2, 5, 6, 8, 12-15 | |
| 3 | Be aware of unsafe environments and take appropriate measures to mitigate hazards. | Chapters 1-19 | Chapters 1, 2, 4-15 | LSB-02, 03, 04, 05, 10, 12 | 1-50 | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapter 16 | |
| 4 | Oversees the division workload. | Chapters 1-21 | Chapters 4, 7 | | 1-18, 1-50 | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapters 1, 2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16 | |
| 5 | Recognizes and reviews problems and provides feedback for improvement. | Chapters 1-21 | | LSB-02, 03, 04, 05, 10, 12 | | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapters 3, 7 | |
| 6 | Educates self and subordinates to qualify to perform duties and responsibilities of the next higher rank. | Chapters 1-19 | Chapters 1, 2, 4, 7-15 | LSB-02, 03, 04, 05, 10, 12 | 1-18, 1-50 | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapters 4, 9, 10, 11, 12, 14 | |
| 7 | Maintains personnel's training records under their command. | | Chapters 1, 2, 4, 7-15 | | 1-18 | Accountability | Vol. 1-1, 1-27 | | |
| 8 | Assists with any special projects as assigned by the Assistant Fire Marshal. | Chapters 1-19 | Chapters 1, 7 | LSB-02, 04, 05, 10, 12 | | Accountability | Vol. 1-1, 4, 5, 6, 13, 14, 16, 19, 22, 24, 27, 30, 33, 35, 36, 41, & 44 | Chapter 15 | |
| | Estimated percentage of questions | 22% | 10% | 7% | 13% | 20% | 14% | 14% | 100% |