

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
	<u>Chief Inspector</u>	<u>Diversity Code</u>	<u>Legal Considerations for Fire and Emergency Services</u>	<u>Life Safety Bureau Standards and Codes</u>	<u>Executive Orders</u>	<u>Accountability</u>	<u>HFD Guidelines</u>	<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%