

A red and white Houston Fire Department ladder truck is parked in a garage. The truck has "HOUSTON LADDER Co 23" written on its side in gold lettering. A Houston Fire Department shield logo is visible on the side of the truck. The truck is equipped with various firefighting tools and equipment, including ladders and hoses. The background shows the interior of a fire station with a high ceiling and industrial lighting.

# HFD Promotional Exam Testing Process

Presented by  
Classified Testing Services

# Promotional Test Development Timeline



List expires/Vacancies created

Job analysis (2-3 months)

Test construction (2 months)

Question review (2-3 weeks)

Test administration (3 hours)

# Promotional Test Administration Timeline

```
graph TD; A[Post-test review (1 hour)] --> B[Draft list (1 day)]; B --> C[Appeals and Rebuttals (5/20 days)]; C --> D[List Certification];
```

Post-test review (1 hour)

Draft list (1 day)

Appeals and Rebuttals (5/20 days)

List Certification

# Testing Industry Standards

- **Uniform Guidelines on Employee Selection Procedures (1978)**
- **SIOP Principles for the Validation and Use of Personnel Selection Procedures (2003)**

Characteristics of good selection tests:

**Fair** ★ **Reliable** ★ **Job Related** ★ **Valid**

# Characteristics of Good Selection Tests:

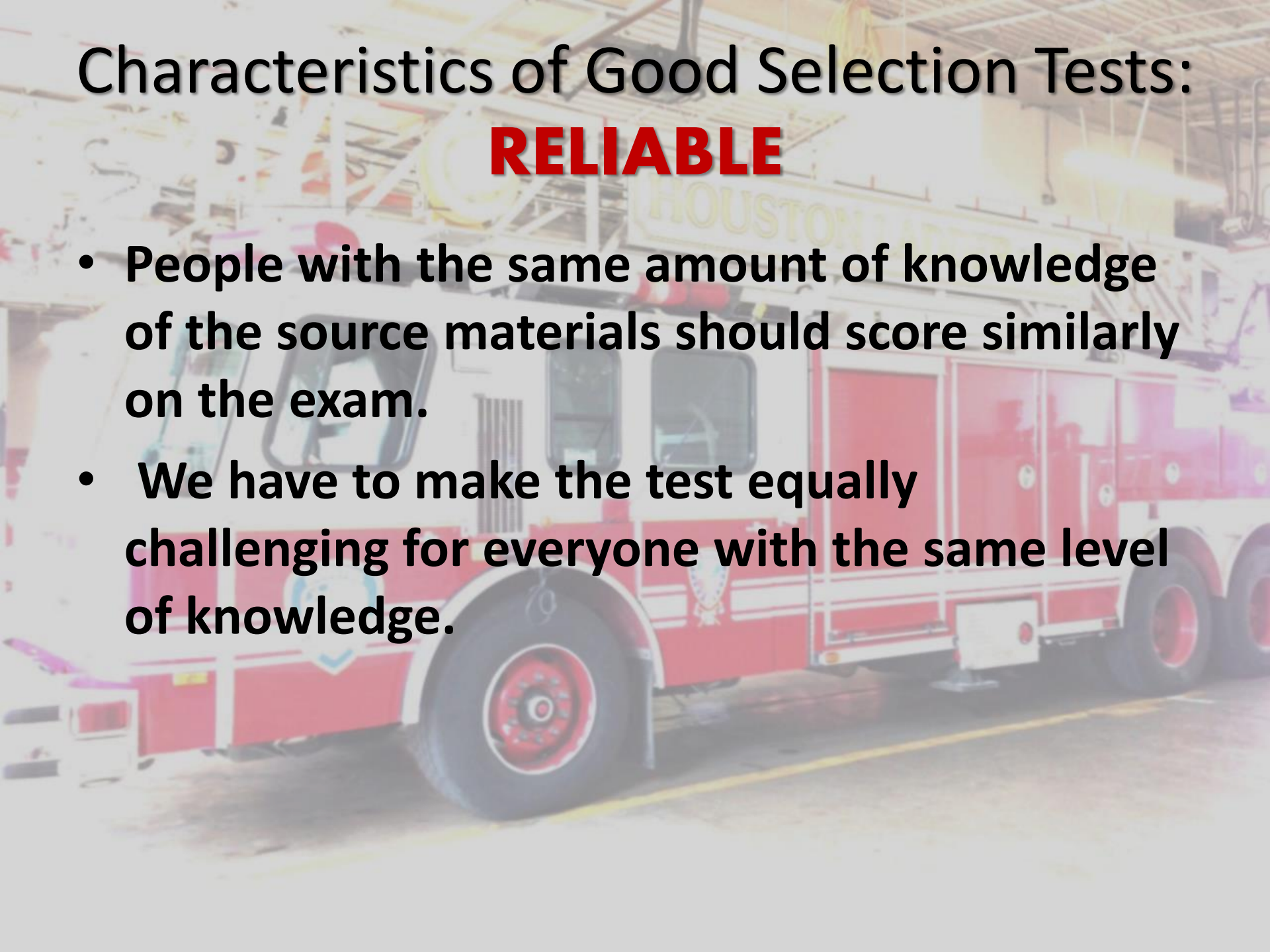
## **FAIR**

- Every applicant has an **EQUAL** opportunity to take the test.
- The **EXACT** same reading materials should be available to all applicants.
- All applicants are given the **EXACT SAME** amount of time to study.
- The **SAME** or equivalent tests and test settings should be provided to all applicants.

# Characteristics of Good Selection Tests:

## **RELIABLE**

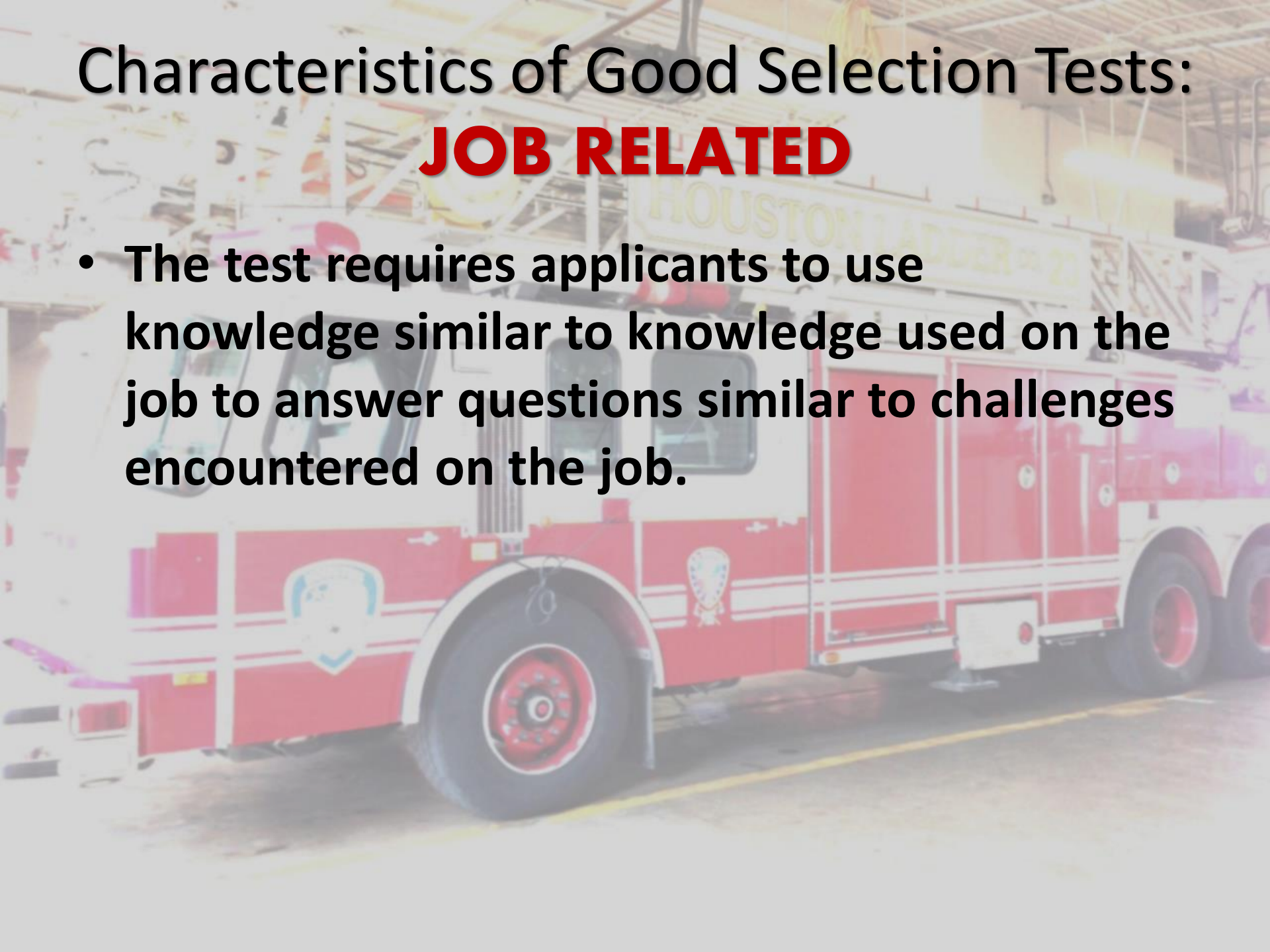
- People with the same amount of knowledge of the source materials should score similarly on the exam.
- We have to make the test equally challenging for everyone with the same level of knowledge.



# Characteristics of Good Selection Tests:

## **JOB RELATED**

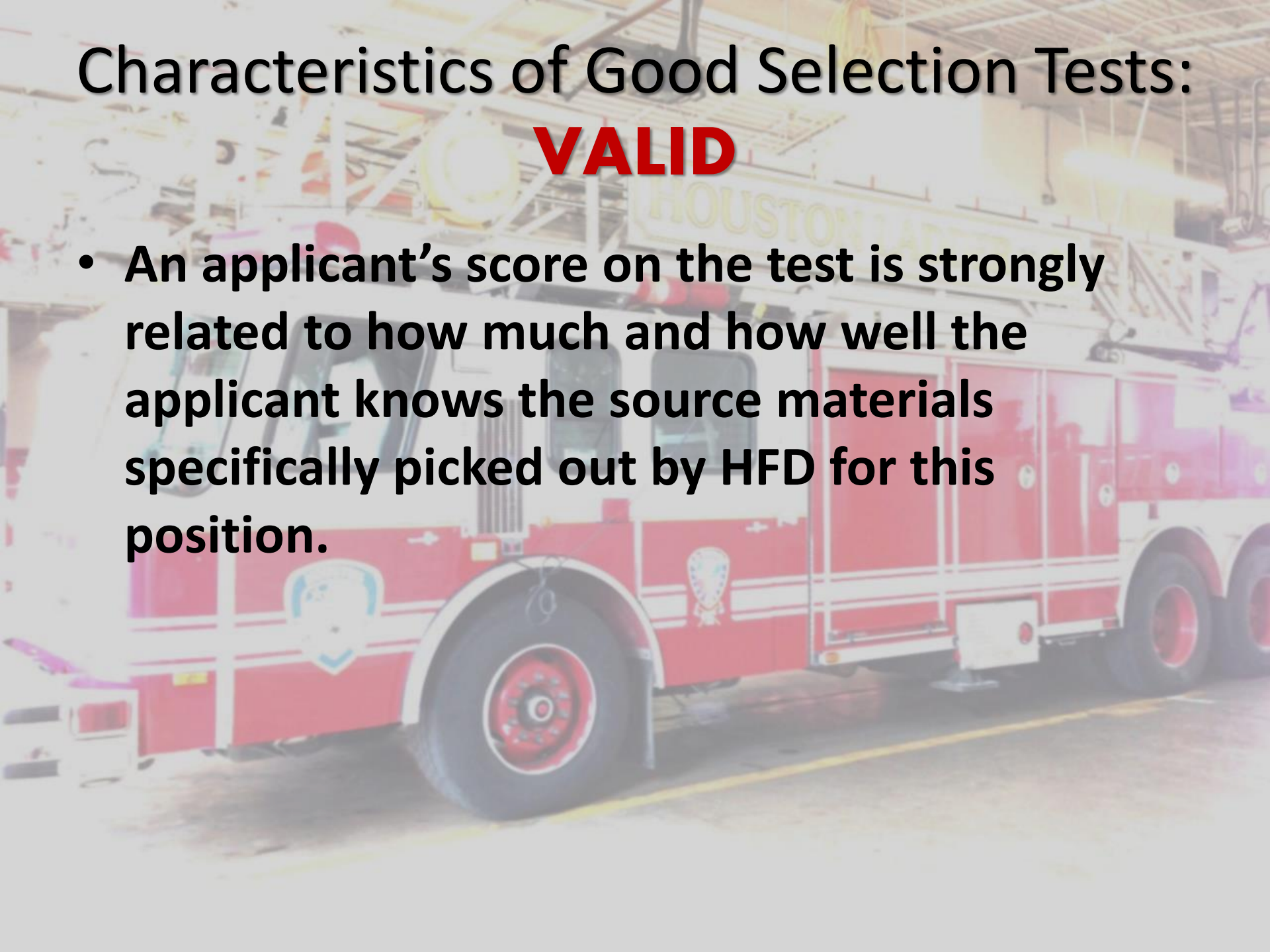
- **The test requires applicants to use knowledge similar to knowledge used on the job to answer questions similar to challenges encountered on the job.**



# Characteristics of Good Selection Tests:

## **VALID**

- **An applicant's score on the test is strongly related to how much and how well the applicant knows the source materials specifically picked out by HFD for this position.**





# Reasonable Accommodation

## Testing Accommodations

- Changes to the regular testing process that allow individuals with disabilities to demonstrate their true aptitude or achievement level.

## Documentation

Sufficient documentation includes documentation from:

- Past testing accommodations documents
- Written documentation from a qualified professional that made an individualized assessment

## Request Deadline

- Request and supporting documents should be turned into Classified Testing at least **3 weeks** before the examination date.
- If a recently developed circumstance keeps the applicant from following this deadline, the applicant must notify Classified Testing as soon as possible.

# Requesting Accommodations

- **What should I do first?**

- **Notify a member of Classified Testing**

**City of Houston Classified Testing**

**611 Walker, 5<sup>th</sup> Floor**

**Houston, Texas 77023**

**[HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov)**

**832-393-6057**

- **What happens next?**

- **Classified Testing will provide you the forms upon notification.**
- **Complete the forms and turn them in to Classified Testing as soon as possible.**

# Supplemental Points

- Calculating Points – Based on Hire Date
- **YOUR** responsibility to verify them!
- Documentation Turn in Deadline
  - **3 weeks** prior to the date of the exam
  - Documents should be emailed to the email address below
  - We recommend you turn documentation as soon as you get it. No need to wait until you are testing.
- Points Draft List
  - 1<sup>st</sup>: approximately 4 weeks after the job posting closes
  - 2<sup>nd</sup>: approximately 1 month after the first list
  - Final: Approximately a week prior to the exam. (after the documentation deadline)



Contact:

[HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov)

Classified Testing Services

# Supplemental Points:

- Seniority – Max points 10
  - 1 Points per year with HFD
  - Only time with HFD counts



# Study Aide

Example: How does Chapter 2 in Source 1 give you information you need to know or attend to in order to learn a knowledge area?

	Study Source 1	Study Source 2	Study Source 3	Study Source 4	Study Source 5	
<u>Senior Inspector</u>	<u>Leadership in Organizations</u>	<u>Supervision: Key Link to Productivity</u>	<u>Diversity Consciousness</u>	<u>Guidelines Vol. 1</u>	<u>Executive</u>	
Management and Supervision.	Chapters 2-16	Chapters 1-20	Chapters 1, 8	I-01,22, 30	EO 1-50,	
Training/Instructing/Coaching/Mentoring Principles and Methods.	Chapter 3	Chapters 1, 4, 11, 13-16	Chapter 8	I-01, 06, 14, 16, 19, 22, 30, 36	EO 1-50,	
Decision making principles and methods.	Chapters 4-10	Chapters 2, 5, 9	Chapter 7	I-30	EO 1-50,	
HFD - Standard Operating Guidelines.				I-14	EO 1-50,	
Knowledge of the Life Safety Bureau System						22
Public Relations principles and methods.		Chapter 12				LSB 08
HFD - Rules and Regulations.				I-01, 06, 14, 16, 19, 22, 30, 36	EO 1-50, EO 1-18	
HFD - Orders and Bulletins.				I-06		
Current IFC and UFC codes.						LSB 01, 02, 03, 08, 11, 22
Knowledge of arithmetic.						LSB 01, 02, 08, 11, 22
F.L.S.A. Laws.				I-19		
Municipal Fire Protection.						LSB 01, 02, 08, 11

# Study Aide

- **Omits**
  - Not included on the study aide
  - In your best interest to read the source in its entirety
- **Helpful guide**
  - Use the study aide to target your reading and study habits
  - Test questions will come from the chapters identified by the SME's

# Sample Test Questions

1. Regardless of any other exits provided, assembly buildings must also have a main entrance and exit that is capable of accommodating how much of the total occupant load?

- A. One-half of the total occupant load.
- B. Two-thirds of the total occupant load.
- C. All of the total occupant load.

Source: Fire Prevention: Inspection and Code Enforcement, Chapter 7, Page 119.

2. In the event of severe inclement weather or emergency situations, who issues the proclamation that would suspend non-emergency services?

- A. Fire Chief.
- B. Personnel Assignment Office.
- C. Mayor.

Source: HFD Guidelines Vol. I, Reference I-22, Section 6.07B.

3. Your supervisor makes a decision with which you disagree. Which of the following options deviates furthest from the HFD Accountability Manual?

- A. Comply with the decision and keep the disagreement to yourself.
- B. Comply with the decision, but express your disagreement to your colleagues.
- C. Comply with the decision, but express your disagreement to the supervisor in private.

Source: HFD Accountability Manual, Section Rules of Conduct, Page 39. □

4. Which statement about small power distance is correct?

- A. Employees are hesitant to question their supervisor or even offer up ideas.
- B. A person's title and rank is socially significant, and greatly impacts interpersonal relationships.
- C. There is more two-way communication between those in authority and subordinates.

Source: Diversity Consciousness, Chapter 7, Page 234.

# **Test Accuracy and Security**

- **>2 HFD Subject Matter Experts Review >150 Questions Prior to Final Test Creation**
  - Answers are supported by the source materials
  - Questions are “Highly Job Related” in Houston
- **All Test Materials are PROTECTED**
  - Confidential to HFD by LAW
  - Proprietary to the City by LAW
  - Secured through HFD Honor Code & City Ethical Standards



# Test Day



**NO CELL PHONES**

**BRING PHOTO ID**

**BUBBLE ANSWERS**

# Scantron

**KEY ID**  
(A) (B) (C) (D)

**SCORING & PRINTING OPTIONS:**

RESCORE     MULTIPLE ANSWER SCORING  
 CORRECT ANSWER     MARK X     TOTAL ONLY

MARK ONLY ONE

**Test 1**

FEED IN THIS DIRECTION ↑

1 T F (A) (B) (C) (D) (E)

2 (A) (B) (C) (D) (E) C.

3 (B) (C) (D) (E)

4 (B) (C) (D) (E)

5 (B) (C) (D) (E)

26 T F (A) (B) (C) (D) (E)

27 (A) (B) (C) (D) (E)

28 (A) (B) (C) (D) (E)

29 (B) (C) (D) (E)

51 T F (A) (B) (C) (D) (E)

52 (A) (B) (C) (D) (E)

53 (A) (B) (C) (D) (E)

54 (B) (C) (D) (E)

55 (A) (B) (C) (D) (E)

E. T F

76 (B) (C) (D) (E)

77 (B) (C) (D) (E)

78 (A) (B) (C) (D) (E)

79 (A) (B) (C) (D) (E)

ANSWER KEY TABLE

5	5
6	6
7	7
8	8
9	9

VALUE

5

6

7

8

9

61 (A) (B) (C) (D) (E)

A. 86 (A) (B) (C) (D) (E)

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22 (B) (C) (D) (E)

23 (B) (C) (D) (E)

24 (A) (B) (C) (D) (E)

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47 (A) (B) (C) (D) (E)

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97 (B) (C) (D) (E)

98 (A) (B) (C) (D) (E)

99 (A) (B) (C) (D) (E)

100 (A) (B) (C) (D) (E)

NUMBER CORRECT	00
PERCENT CORRECT	00

COMBINED POINTS EARNED	
COMBINED PERCENT CORRECT	

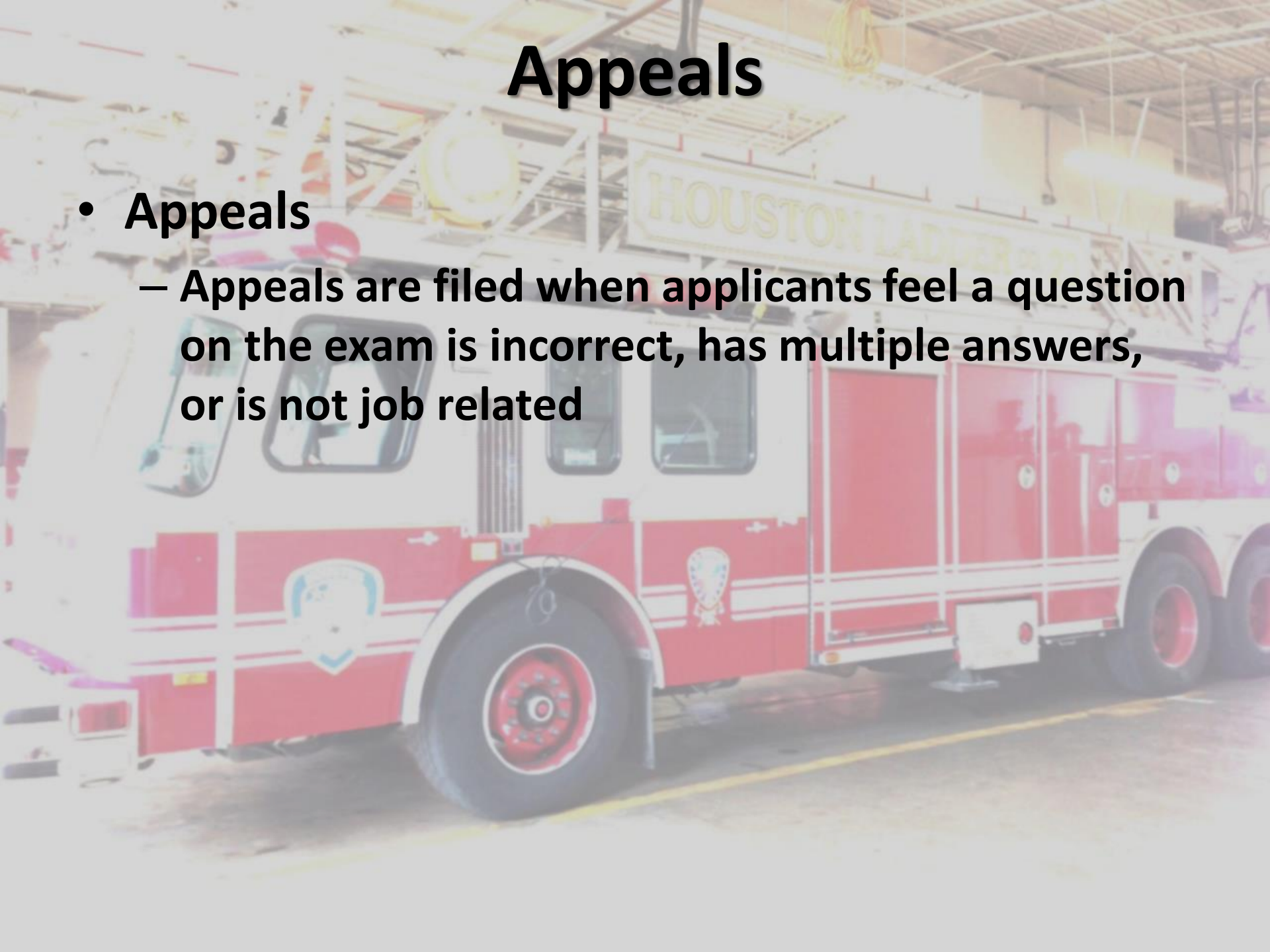
100 ITEM

# Rules of Review Sessions

- You can bring your books
- **NO ELECTRONIC DEVICE**
- Classified Testing will provide you with all materials needed EXCEPT for books
  - No pens/pencils allowed at post-exam review.
  - Anything that is written on during the review processes will be kept by Classified Testing. You cannot write, mark or highlight any of your own materials.
- For review sessions at 611 Walker you MUST make an appointment at [hfdcst@houstontx.gov](mailto:hfdcst@houstontx.gov)

# Appeals

- **Appeals**
  - Appeals are filed when applicants feel a question on the exam is incorrect, has multiple answers, or is not job related



# Appeal Form

## APPEAL FORM

Questions for this promotional examination were taken solely from the source material listed in the Source Material List. Information contained in any other material will not be considered in determining the correct answer to any question.

Houston Fire Department

**Test Name – Date**

You may only appeal **ONE** question per form.

For Question # \_\_\_\_\_ I would like the Test Review Committee to take the following action (please check one or explain in the space provided):

- Make A the only correct answer.  Other (please explain) \_\_\_\_\_
- Make B the only correct answer.
- Make C the only correct answer.

Consider the following as correct answers (circle the answers you feel are correct):

A      B      C

- Give all applicants credit
- Remove the question from the exam.

Explanation: Please provide a detailed explanation of your appeal / rebuttal. **DO NOT WRITE THE TEST QUESTION ON THIS FORM.** Print/ Write legibly.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Random Test Number \_\_\_\_\_

DATE \_\_\_\_\_

Do not write in this box. This area is for Test Review Committee use only.

Approved       Denied

Committee Chairman Signature \_\_\_\_\_

Random Test Number: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that:

- The honor code is in effect during the appeal and rebuttal period.
- I must fill out the appeal/rebuttal form properly for it to be considered by the TRC.
- I must write legibly, if not my appeal will not be considered by the TRC.
- I must justify why I want the answer to a question to be changed for it to be considered by the TRC. (Simply writing "this question should be thrown out" is not sufficient).
- It is not necessary for me to file a rebuttal agreeing with an appeal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fill out  
the back  
of the  
form

# Recap



# Classified Testing Services

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