

A red and white fire truck, identified as Houston Ladder Co. 23, is parked in a fire station. The truck features a ladder mounted on top and a Houston Fire Department emblem on the side. The text "HOUSTON LADDER Co. 23" is visible on the side of the truck. The truck is parked in a large, well-lit fire station with a high ceiling and various equipment visible in the background.

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



Post-test review (1 hour)

Draft list (1 day)

Appeals (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:

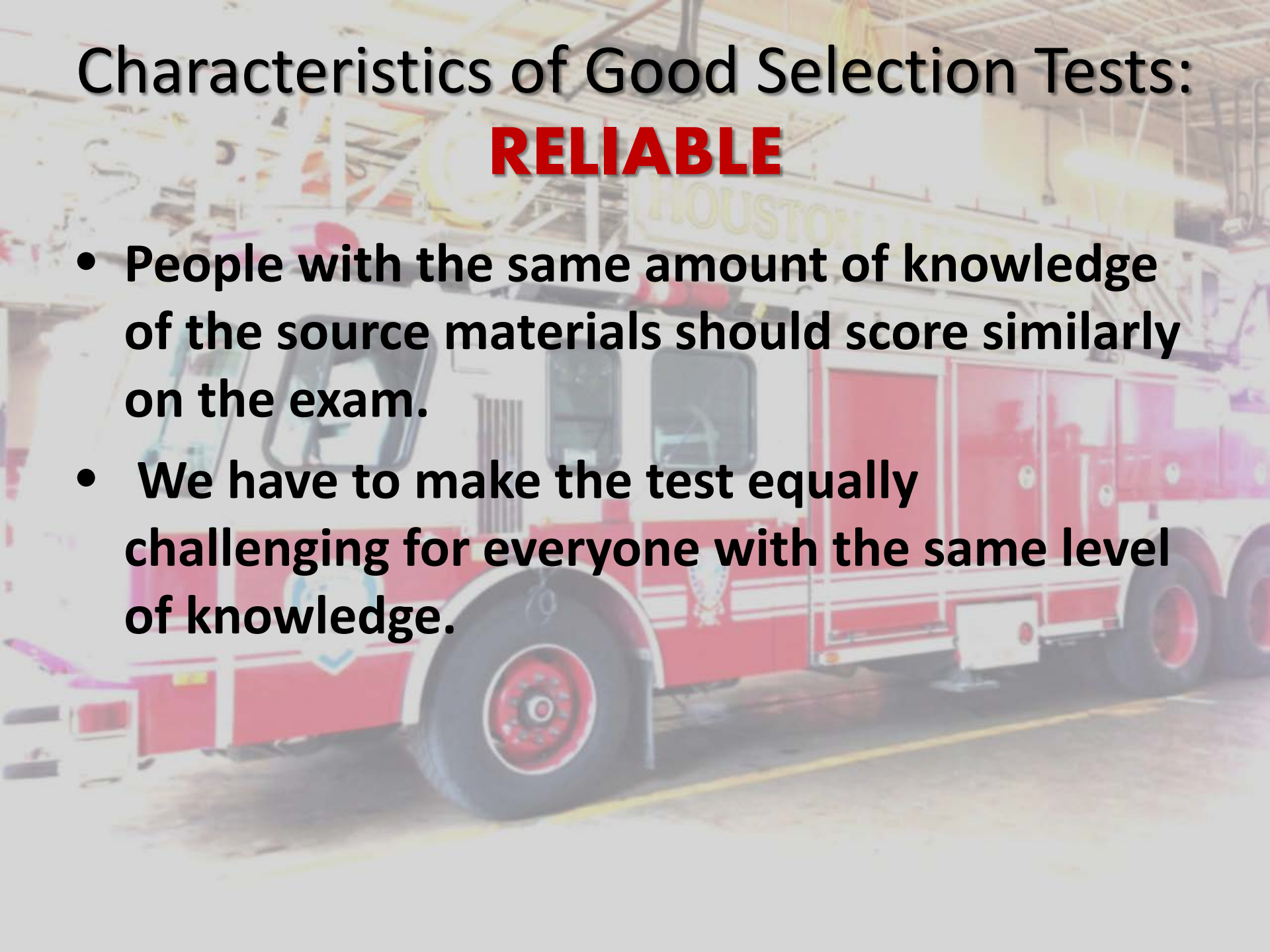
FAIR

- 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

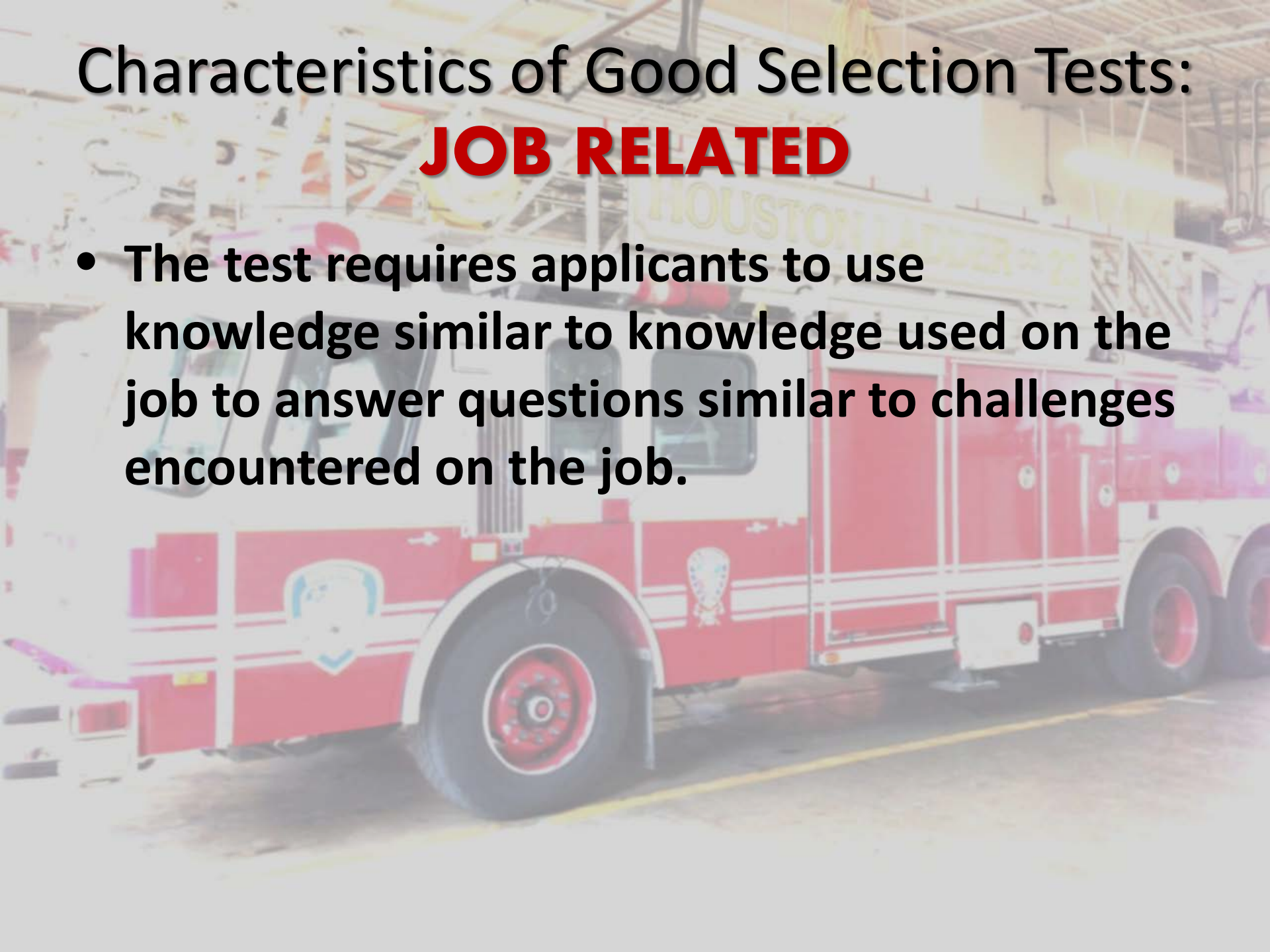
- People with the same amount of knowledge of the source materials should score similarly on the exam.
- We have to make the test equally challenging for everyone with the same level of knowledge.



Characteristics of Good Selection Tests:

JOB RELATED

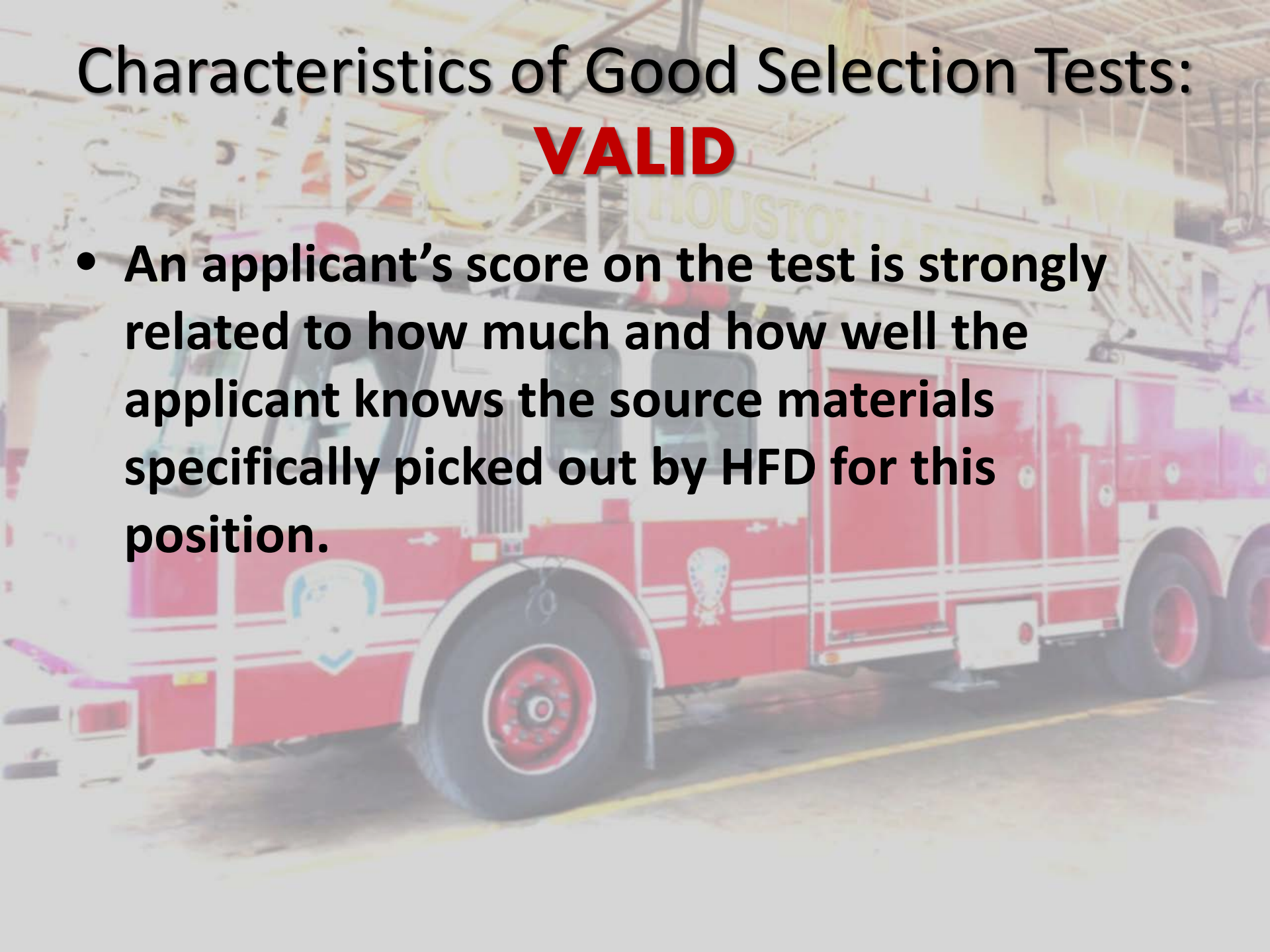
- **The test requires applicants to use knowledge similar to knowledge used on the job to answer questions similar to challenges encountered on the job.**



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
- Formal public school accommodations documents
- Private school 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

4501 Leeland Street

Houston, Texas 77023

hfdcst@houstontx.gov

832-395-4850

- **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 Relevant CBA for each Position
- 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
 - 1st: approximately 2 weeks after the job posting closes
 - 2nd: approximately 1 month after the first list
 - Final: Approximately a week prior to the exam. (after the documentation deadline)



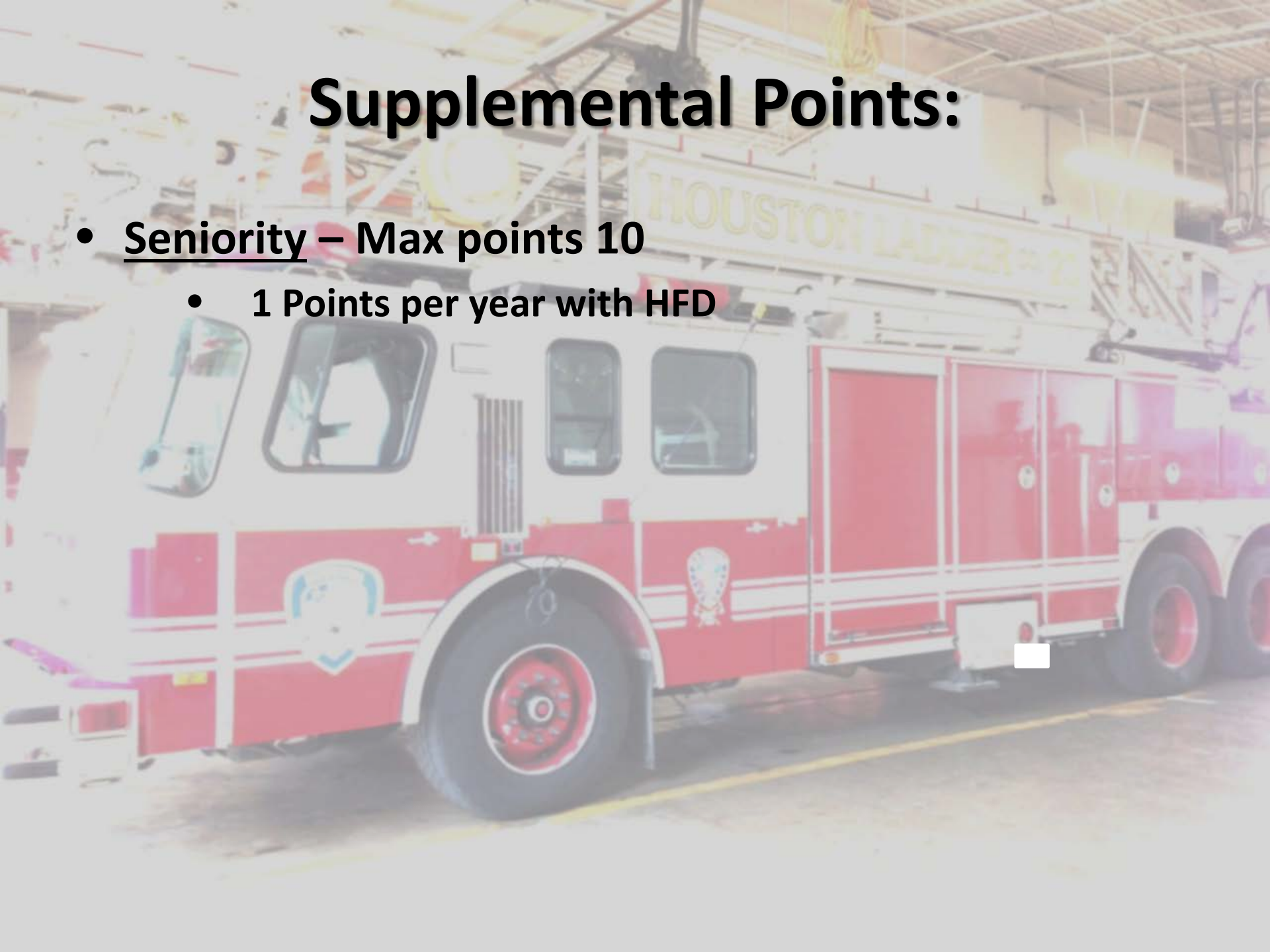
Contact:

HFDCST@houstontx.gov

Classified Testing Services

Supplemental Points:

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



Study Aide

Example: How does Chapter 1 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 Order</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



Post Test Events*

Post Test Review (1 hour)

Draft List (24 hours after exam)

Appeals and Rebuttals

CSC/TRC Meeting

List Certification

*Dates subject to change.

Scantron

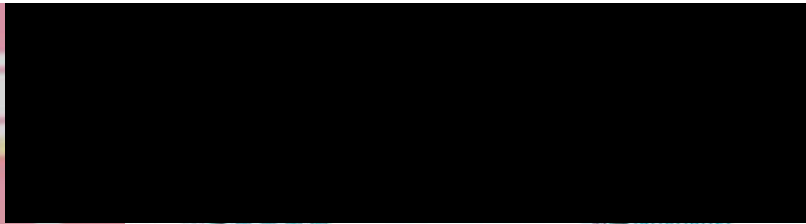
**Test Sheet
100**

KEY ID (A) (B) (C) (D)	SCORING & PRINTING OPTIONS:	<input type="checkbox"/> RESCORE	<input type="checkbox"/> MULTIPLE ANSWER SCORING	<input type="checkbox"/> MARK X	<input type="checkbox"/> TOTAL ONLY
		MARK ONLY ONE			

FEED IN THIS DIRECTION ↑

1 <input type="checkbox"/> T <input type="checkbox"/> F A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	26 <input type="checkbox"/> T <input type="checkbox"/> F A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	51 <input type="checkbox"/> T <input type="checkbox"/> F A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E	B. 76 <input type="checkbox"/> T <input type="checkbox"/> F A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
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SEN. INSPECTOR 5/4/2011
Check 10 SENIORITY POINTS 7776 DAYS
 3 IN RANK PTS 1 EDUC PTS
 WRITTEN SCORE: BOOK 7
 TOTAL SCORE: RANK



22 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	47 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	72 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	97 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
23 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	48 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	73 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	98 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
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PERCENT CORRECT	00/00								
COMBINED POINTS EARNED									
COMBINED PERCENT CORRECT									

SEN. INSPECTOR 5/4/2011
Check 10 SENIORITY POINTS 7776 DAYS
 3 IN RANK PTS 1 EDUC PTS
 WRITTEN SCORE: BOOK 7
 TOTAL SCORE: RANK

100
ITEM

Rules of Review Sessions

- You can bring your books
- **NO ELECTRONIC DEVICE**
- Classified Testing will provide you with all materials needed to file an appeal
 - Anything that is written on during the appeal process will be kept by Classified Testing. You cannot write, mark or highlight any of your own materials.
- For review sessions at the Cape Center you **MUST** make an appointment at hfdcst@houstontx.gov

Civil Service Commission

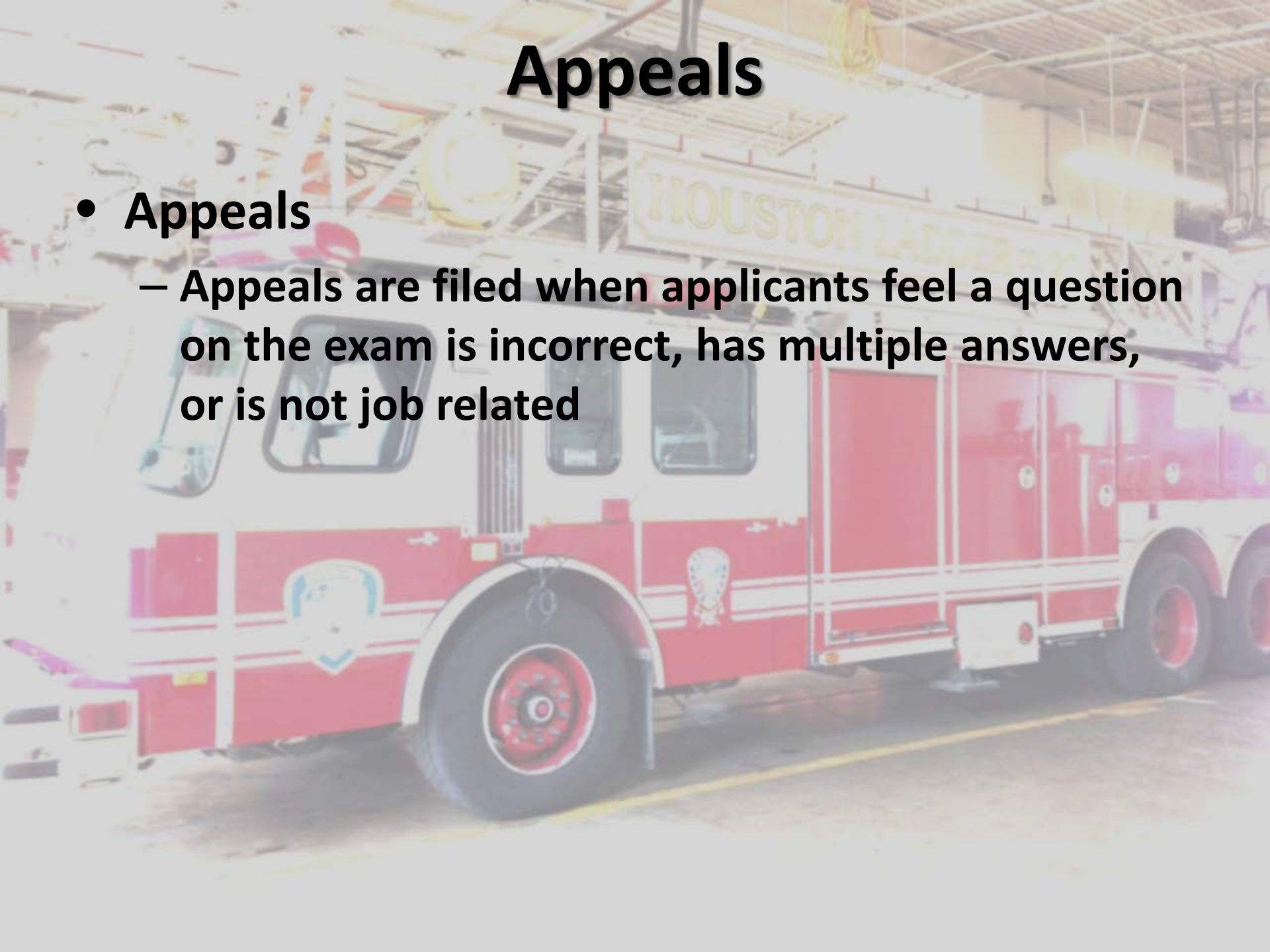
- Governed by the current CBA
Please review the dates for your exams review period. NO appeals will be accepted after those dates.

CSC

- 5 Business days to appeal
- CSC reviews the appeals and makes a decision
- All Ranks

Appeals

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



Recap



Classified Testing Services

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