



**CITY HALL
CITY COUNCIL CHAMBERS
555 Santa Clara Street
Vallejo, CA 94590**

AGENDA

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
DECEMBER 14, 2015
5:15 P.M.**

COMMISSIONERS
Burky Worel, Chair
John T. Miller, Vice
Chair
Frank Caballero
Donald Jordan
Vicki Moore

This agenda contains a brief general description of each item to be corrected. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the Human Resources Department, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Commission. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-7211, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Human Services Department no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE MINUTES**
 - A. August 10, 2015**
- 5. WRITTEN COMMUNICATIONS- None**
- 6. REPORT OF THE EXECUTIVE SECRETARY**
- 7. COMMUNITY FORUM**

Anyone wishing to address the Commission for any matter for which another opportunity to speak is not provided on the agenda, and is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his/her name and address for the record. The conduct of the community forum shall be limited to a maximum of 15 minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300. The remainder of the speakers wishing to address the Commission on non-agenda items will be heard at the Second Community Forum listed later on the agenda.

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

All matters are approved under one motion unless requested to be removed for discussion by the Chairperson or Executive Secretary. Members of the public wishing to address the Commission on Consent Calendar items are asked to address the Executive Secretary and submit a completed speaker card prior to the approval of the agenda. Such requests shall be granted, and items will be addressed in the order which they appear in the agenda. After making any changes to the agenda, the agenda shall be approved.

A. Approval of Agenda

9. NEW BUSINESS

A. Approve Revisions to Classification Specification for Senior Police Assistant

Recommendation: Approve the proposed classification revisions of the Senior Police Assistant, a classification represented by the International Brotherhood of Electrical Workers (IBEW).

Contact: Robin Tilley, Human Resources Analyst II (707) 649-4852.

B. Approve Revisions to the Public Works Maintenance Worker I-II and IA-IIA Classification Specifications.

Recommendation: Approve the proposed classification revisions of the Public Works Maintenance Worker I-II and Public Works Maintenance Worker IA-IIA, classifications represented by the International Brotherhood of Electrical Workers (IBEW).

Contact Lisa Thomas, Human Resources Analyst II (707) 649-3589.

C. Consideration of Protests items from the Fire Captain Assessment Center Examination.

Recommendation: To deny five protests regarding Fire Captain Assessment Center that took place on Tuesday, October 27, 2015.

Contact: Robin Tilley, Human Resources Analyst II (707) 649-4852.

10. OTHER

11. ADJOURNMENT

CERTIFICATE

I, Janet Thiessen, Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., December 11, 2015.

Dated: December 11, 2015

A handwritten signature in black ink that reads "Janet M. Thiessen" followed by a small "18" to the right. The signature is written in a cursive style.

Janet Thiessen, Executive Secretary

**CIVIL SERVICE COMMISSION
CITY OF VALLEJO
COUNCIL CHAMBERS
555 SANTA CLARA STREET
REGULAR MEETING MINUTES
AUGUST 10, 2015**

1. CALL TO ORDER

The meeting was called to order by Chairperson Worel at 5:15 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chairperson Worel, Vice Chairperson Miller, Commissioners Caballero, Jordan and Moore

Absent: None

Staff present: Interim Executive Secretary Thiessen and Chief Assistant City Attorney Mooney

4. APPROVAL OF MINUTES

A. July 13, 2015

Action: Moved by Vice Chairperson Miller, seconded by Commissioner Caballero, and carried unanimously, approval of the minutes from the July 13, 2015 Civil Service Commission meeting.

5. WRITTEN COMMUNICATIONS – None

6. REPORT OF THE EXECUTIVE SECRETARY - None

7. COMMUNITY FORUM

Speakers: None

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

A. Approval of Agenda

Action: Moved by Vice Chairperson Miller, seconded by Commissioner Caballero, and carried unanimously, approval of the Consent Calendar and Agenda.

9. NEW BUSINESS

A. Consideration of Revisions to Classification Specification for Senior Meter Mechanic

Recommendation: Approve the proposed classification specification revisions of the Senior Meter Mechanic, a classification represented by the International Brotherhood of Electrical Workers (IBEW).

Contacts: Janet Thiessen, Interim Human Resources Director (707) 648-4106
Lisa Thomas, HR Personnel Analyst II (707) 649-3589

Human Resources Personnel Analyst II Thomas made a brief presentation outlining the proposed revisions to the classification specification for Senior Meter Mechanic.

Action: Moved by Vice Chairperson Miller, seconded by Commissioner Moore, and carried unanimously, to approve the proposed classification specification revisions of the Senior Meter Mechanic.

10. **OTHER** - None

11. **ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

BURKY WOREL, CHAIRPERSON

ATTEST:

JANET THIESSEN
INTERIM EXECUTIVE SECRETARY



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

DATE: December 14, 2015
TO: Civil Service Commission
FROM: Janet Thiessen, Interim Executive Secretary, Civil Service Commission
SUBJECT: Approve revisions to the classification specification of Senior Police Assistant

RECOMMENDATION

Approve revisions to classifications of Senior Police Assistant, represented by the International Brotherhood of Electrical Workers (IBEW).

SUMMARY & DISCUSSION

At the request of the Vallejo Police Department, the Human Resources Department has revised the classification specification for Senior Police Assistant. The existing classification specification was reviewed and revisions were recommended to more accurately reflect the current and future responsibilities, job requirements, and working conditions of this position.

At this time, the City of Vallejo Human Resources Department, in accordance with Civil Service Rule 4.6, requests consideration and formal approval of revisions to the classification specification of Senior Police Assistant. (See Attachment A for copy of Civil Service Rule 4.6). The changes more clearly define the essential functions, knowledge, abilities, skills and working environment of Senior Police Assistant. The most significant changes to the classification specification are as follows:

- Added several new items under “Qualifications”, knowledge and ability portion of the class specification.
- Removed two items from the Responsibilities and Duties; employees will no longer perform these duties:
 1. Serve as a field or desk officer; take phone or in-person reports of criminal incidents; process requests for police reports and public information; collect and log found property; strip and pat search prisoners; fingerprint arrestees, applicants for various licenses, and citizens; issue licenses; process narcotic and sex offender registrants.
 2. Perform a variety of routine follow-up investigative work not requiring sworn personnel; conduct interviews; take statements and gather evidence.

Note: even if some job duties aren't performed anymore, Civil Service Rule 4.8 states class specifications are not restrictive. (See Attachment A for copy of Civil Service Rule 4.6 and 4.8)

Minor changes include revisions to language to read “computer systems” verses “computer terminals”.

Attached is a red- lined mark-up copy of the changes made as well as the proposed final version. (See Attachments B and C).

Union Notification

Human Resources sent IBEW Local #2376 a copy of the proposed changes to the classification specification. As of the posting of this agenda item, a response has not been received regarding their concurrence or any concerns with these revisions.

CONTACT: John Whitney, Captain, (707) 651-7105
Robin Tilley, Human Resources Analyst (707) 649-4852

ATTACHMENTS: A - Civil Service Commission Rules and Regulations 4.6 & 4.8
B - Proposed Senior Police Assistant (Mark Up Version)
C - Proposed Senior Police Assistant Class Specification (Proposed Final Version)

RULE 4

CLASSIFICATION PLAN

4.1 Preparation of Plan

On the basis of a study of the duties and responsibilities of all positions in the Classified Service the Commission shall prepare and maintain a classification plan. The classification plan shall consist of a list of titles of the classes to which positions in the Classified Service are to be allocated and a written specification for each class of position setting forth in such manner and form as the Commission shall deem advisable, the title of the class, a general statement of the scope of the work and such other pertinent material as may be deemed appropriate. The scope of the work shall indicate the kind of work to be performed, the degree and kind of supervision involved, the general field which the class serves and an enumeration of typical tasks or items of work assigned to employees in that class; it shall not be deemed to include all of the tasks performed by any one employee, nor shall it be interpreted to limit the tasks to which the employee may be assigned. Any of the tasks so enumerated are subject to expansion or complete abolition. Prerequisites shall include the general qualifications necessary for an employee to enter the Classified Service under the class title and enumerate pre-entry requirements of educational training, experience and special skills required and any specific physical requirements for the position.

4.2 Allocation of Positions

Upon completion of the classification plan, each employee in the Classified Service shall be allocated to a specific class by the Commission. Thereafter, the plan shall serve as a guide in the handling of all personnel activities and transactions. It shall be considered an administrative tool and not deemed part of the rules of the Commission.

4.3 Review

Each employee shall be notified in writing of the class title assigned him/her by the Commission and shall have thereafter fifteen (15) days in which to ask the Commission for any revision or change in his/her class title. Any request for review of change shall state the reason for such request.

4.4 Reclassification

From time to time as the positions of the City may increase or decrease in number or when the duties of any department or position change materially, any employee or department head may request the Executive Secretary to review the classification title or any position. If the Executive Secretary finds that the class title no longer applies to the position, such position may either be reclassified, the employee transferred to a more appropriate classification, or an employee laid off as outlined under Rule 22 or the impacted employee's collective bargaining agreement.

(Rule 4.4 amended by Civil Service Commission on 10/11/07, and approved by City Council on 09/16/08, Res. No. 08-154 N.C.)

4.5 New Classes of Positions

Subsequent to the adoption of the classification plan, whenever a new position is authorized or created, or whenever study and investigation disclose that any position is not allocated to its proper class for any reason whatsoever whether through an error in the original allocation, amendment of the classification plan or change in the nature of the position, the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare a new specification and a new class title appropriate to the position.

4.6 Classification Revision

Significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered "minor revisions". If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

(Rule 4.6 amended by Civil Service Commission on 12/10/07, and approved by City Council on 09/16/08, Res. No. 08-154 N.C.)

4.7 The Rights of Incumbents to Position

It shall be presumed that each incumbent employee meets all conditions of City employment and is entitled to the position held unless the Commission finds that the employee has been illegally appointed to the position or that, after appointment, has been assigned duties in circumvention of Charter provisions and Civil Service rules governing appointment, promotion, transfer, and reduction in rank, or that, does not in fact, meet conditions of City employment.

4.8. Interpretation of Class Specifications

- a. Class specifications are descriptive and explanatory and not restrictive. They are intended to indicate the kinds of positions that should be allocated to the various classes and shall not be construed as declaring to any extent or in any way what the duties and responsibilities of any position shall be, or as limiting or modifying the power of any appointing power to assign duties to and to direct and control the work of employees under his/her supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality.

- b. In determining the class to which any position should be allocated, the specification of each class shall be considered in its entirety and in relation to others in the classification plan. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications desired and relation to other classes as affording together a picture of the kind of employment that the class is intended to embrace.

- c. The statement of qualifications in the specifications for any class as interpreted herein, shall constitute a guide for the establishment of minimum qualifications if any, for examination purposes for the tests to be included in examinations for the class and for the evaluation of the qualifications of the applicants.

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
SENIOR POLICE ASSISTANT

DEFINITION

To lead and participate in performing a wide variety of civilian field and office law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic investigations, crime scene search, property management, and applicant processing in support of the Police Department; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police Sergeant or Police Corporal.

Exercises functional and technical supervision over lower level technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Lead and participate in the most difficult and complex civilian field and office law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic investigations, crime scene search, property management, and applicant processing.

Train Police Assistant staff in appropriate policies and procedures; direct and monitor the work flow and employee performance; work with employees to correct deficiencies.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing civilian law enforcement activities; implement policies and procedures.

Assist in processing crime scenes; photograph crime scenes; conduct latent fingerprint searches; collect evidence; write reports; prepare sketches of crime scene as required.

Assist in comparing latent fingerprints to known inked prints; make matches and testify in court to the match; trace fingerprints for the Cal-ID Program.

Assist in the preparation of evidence for use; bar code evidence; enter description of evidence into computer.

Retrieve evidence from court; return evidence to storage on return from court; enter transactions into computer.

Return evidence to owners or dispose of in accordance with court orders or laws.

Develop, promote and oversee various crime prevention programs including neighborhood watch, drug awareness, vandalism, personal safety and adult safety programs; present presentations to various schools and community groups.

Plan, coordinate and implement various crime prevention events including building tours; reserve necessary facilities and equipment; organize and coordinate guest speakers; solicit for contributions.

Serve as a field or desk officer; take phone or in-person reports of criminal incidents; process requests for police reports and public information; collect and log found property; strip and pat search prisoners; fingerprint arrestees, applicants for various licenses, and citizens; issue licenses; process narcotic and sex offender registrants. Deleted

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Receive and process abandoned vehicle notices, maintaining control of status of reported vehicles; coordinate the removal of vehicles and notification to registered owners.

Monitor and enforce City ordinances of a non-criminal nature; investigate auto accidents of a non-criminal nature; document the accident scene; take statements from those involved and maintain appropriate paper work.

Perform a variety of routine follow-up investigative work not requiring sworn personnel; conduct interviews; take statements and gather evidence. Deleted

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Respond to complaints from the public; investigate potential violations and alleged nuisances.

Serve as parking enforcement officer; patrol City streets and enforce laws and regulations applicable to non-moving vehicles; write citations for overtime parking and illegal parking; assist in identifying and removing abandoned vehicles; assist in directing traffic.

Operate a computer, ~~system terminal~~ and printer to type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters and other material.

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Make court appearances as required related to assigned activities.

Conduct routine statistical analyses related to criminal activities.

Perform a variety of general clerical and secretarial duties as required including data entry of investigative reports and filing of evidence reports, mug shots and fingerprint cards.

Order various materials and supplies as required.

Respond to public inquiries in a courteous manner; provide information; resolve complaints in an efficient and timely manner.

Transportation of evidence to crime labs for forensic processing

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Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Organization and functions of a municipal law enforcement agency.

General law enforcement codes, practices and methods.

Pertinent Federal, State, and local laws, codes and regulations.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment.

Principles of report preparation.

Techniques for dealing with the public in a tactful but firm manner.

Modern methods, practices, and techniques or crime scene investigation and collection of evidence.

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Standard office procedures, practices, equipment, personal computers and software including Windows based applications.

Methods and techniques of latent fingerprint processing and examination.

Methods and techniques of photography and video equipment.

Principles and practices of laser and alternate light source use.

Occupational hazards and standard safety practices.

Courtroom procedures and strategies.

Basic methods and terminology of police criminal investigations.

Ability to:

Provide lead supervision to police technical personnel.

Train new staff in police investigative procedures and techniques.

Independently perform a full range of specialized public safety work.

Interpret and apply the laws, codes, policies and procedures related to the gathering of legal evidence.

Interpret and apply Federal, State, City and departmental laws, polices and procedures.

Work courteously with the general public on the telephone or in person.

Maintain confidentiality of information.

Think and act quickly in emergency situations.

Prepare accurate and grammatically correct written reports.

Operate a variety of office equipment including computer equipment.

Deal with the public firmly, courteously and tactfully.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

Collect, process, analyze, and document crime scene evidence.

Operate a variety of crime scene investigative equipment in a safe and effective manner.

Learn the basic and advanced principles of evidence collection and processing such as but not limited to, fingerprint development and classification.

Perform complex fingerprint processing and identification tasks.

Work irregular hours, including hours outside of the standard work schedule.

Maintain awareness of safety at all times.

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Interact with citizens and public officials under varying conditions, providing information as needed, and maintaining confidentiality.

Understand and extract pertinent data from police reports.

Maintain cooperative working relationships with those contacted in the course of work.
Obtain information and evidence through observation, record examination and interview.

Maintain accurate reports and inventory.

Obtain fingerprints using a fuming chamber.

Evidence processing of vehicles.

Process discovery requests.

Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of work experience in a criminal justice agency performing non-sworn duties.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized law enforcement training.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Environment:

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Crime scene and evidence processing work: (including but not limited to homicides, sexual assaults, armed robberies, home invasions, and property crimes) May involve exposure to deceased/ decomposed bodies, bodily fluids, offensive smells, dust, hazard materials chemicals known and unknown substances, airborne and blood borne pathogens, noise, and emotionally disturbing sights.

Office and field activities work: (anywhere a crime has occurred, including areas that may be

unsanitary) in all types of weather and environments. Exposure to dust, bodily fluids, noise and investigation in confined areas. This position is subject to emergency call back, some night, weekend and holiday work will be required.

Physical Demands:

Work will involve walking, standing, kneeling, bending, climbing, reaching, lifting, writing and use of a keyboard, cell phone, police radio and other electronic devices to communicate.

Some stooping, light to moderate lifting (must be able to lift or transport 50 pounds or less), carrying and searching in confined areas will be required.

Clear comprehensible speech, manual dexterity, hearing and visual acuity are also required.

Work may require wearing protective clothing, eyewear, gloves and other safety equipment.

Working Conditions

Office and patrol environment; exposure to dust, bodily fluids, and noise; some climbing, stooping, light lifting and investigation in confined areas.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 02005

Pay Grade 0035

Bargaining Unit IBEW

EEOC Category _____

CITY OF VALLEJO
CLASSIFICATION SPECIFICATION
SENIOR POLICE ASSISTANT

DEFINITION

To lead and participate in performing a wide variety of civilian field and office law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic investigations, crime scene search, property management, and applicant processing in support of the Police Department; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police Sergeant or Police Corporal

Exercises functional and technical supervision over lower level technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Lead and participate in the most difficult and complex civilian field and office law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic investigations, crime scene search, property management, and applicant processing.

Train Police Assistant staff in appropriate policies and procedures; direct and monitor the work flow and employee performance; work with employees to correct deficiencies.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing civilian law enforcement activities; implement policies and procedures.

Assist in processing crime scenes; photograph crime scenes; conduct latent fingerprint searches; collect evidence; write reports; prepare sketches of crime scene as required.

Assist in comparing latent fingerprints to known inked prints; make matches and testify in court to the match; trace fingerprints for the Cal-ID Program.

Assist in the preparation of evidence for use; bar code evidence; enter description of evidence into computer.

Retrieve evidence from court; return evidence to storage on return from court; enter transactions into computer.

Return evidence to owners or dispose of in accordance with court orders or laws.

Develop, promote and oversee various crime prevention programs including neighborhood watch, drug awareness, vandalism, personal safety and adult safety programs; present presentations to various schools and community groups.

Plan, coordinate and implement various crime prevention events including building tours; reserve necessary facilities and equipment; organize and coordinate guest speakers; solicit for contributions.

Receive and process abandoned vehicle notices, maintaining control of status of reported vehicles; coordinate the removal of vehicles and notification to registered owners.

Monitor and enforce City ordinances of a non-criminal nature; investigate auto accidents of a non-criminal nature; document the accident scene; take statements from those involved and maintain appropriate paper work.

Respond to complaints from the public; investigate potential violations and alleged nuisances.

Serve as parking enforcement officer; patrol City streets and enforce laws and regulations applicable to non-moving vehicles; write citations for overtime parking and illegal parking; assist in identifying and removing abandoned vehicles; assist in directing traffic.

Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters and other material.

Make court appearances as required related to assigned activities.

Conduct routine statistical analyses related to criminal activities.

Perform a variety of general clerical and secretarial duties as required including data entry of investigative reports and filing of evidence reports, mug shots and fingerprint cards.

Order various materials and supplies as required.

Respond to public inquiries in a courteous manner; provide information; resolve complaints in an efficient and timely manner.

Transportation of evidence to crime labs for forensic processing

Perform related duties and responsibilities as required.

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Organization and functions of a municipal law enforcement agency.

General Law enforcement codes, practices and methods.

Pertinent Federal, State, and local laws, codes and regulations.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment.

Principles of report preparation.

Techniques for dealing with the public in a tactful but firm manner.

Modern methods, practices, and techniques of crime scene investigation and collection of evidence.

Standard office procedures, practices, equipment, personal computers and software including Windows based applications.

Methods and techniques of latent fingerprint processing and examination.

Methods and techniques of photography and video equipment.

Principles and practices of laser and alternate light source use.

Occupational hazards and standard safety practices.

Courtroom procedures and strategies.

Basic methods and terminology of police criminal investigations.

Ability to:

Provide lead supervision to police technical personnel.

Train new staff in police investigative procedures and techniques.

Independently perform a full range of specialized public safety work.

Interpret and apply the laws, codes, policies and procedures related to the gathering of legal evidence.

Interpret and apply Federal, State, City and departmental laws, polices and procedures.

Work courteously with the general public on the telephone or in person.

Maintain confidentiality of information.

Think and act quickly in emergency situations.

Prepare accurate and grammatically correct written reports.

Operate a variety of office equipment including computer equipment.

Deal with the public firmly, courteously and tactfully.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Collect, process, analyze, and document crime scene evidence.

Operate a variety of crime scene investigative equipment in a safe and effective manner.

Learn the basic and advanced principles of evidence collection and processing such as but not limited to, fingerprint development and classification.

Perform complex fingerprint processing and identification tasks.

Work irregular hours, including hours outside of the standard work schedule.

Maintain awareness of safety at all times.

Interact with citizens and public officials under varying conditions, providing information as needed, and maintaining confidentiality.

Understand and extract pertinent data from police reports.

Maintain cooperative working relationships with those contacted in the course of work.
Obtain information and evidence through observation, record examination and interview.

Maintain accurate reports and inventory.

Establish and maintain effective working relationships with those contacted in the course of work.

Obtain fingerprints using a fuming chamber.
Evidence processing of vehicles.

Process discovery requests.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of work experience in a criminal justice agency performing non-sworn duties.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized law enforcement training.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Environment:

Crime scene and evidence processing work: (including but not limited to homicides, sexual assaults, armed robberies, home invasions, and property crimes) May involve exposure to deceased/ decomposed bodies, bodily fluids, offensive smells, dust, hazard materials chemicals known and unknown substances, airborne and blood borne pathogens, noise, and emotionally disturbing sights.

Office and field activities work: (anywhere a crime has occurred, including areas that may be unsanitary) in all types of weather and environments. Exposure to dust, bodily fluids, noise and investigation in confined areas. This position is subject to emergency call back, some night, weekend and holiday work will be required.

Physical Demands:

Work will involve walking, standing, kneeling, bending, climbing, reaching, lifting, writing and use of a keyboard, cell phone, police radio and other electronic devices to communicate.

Some stooping, light to moderate lifting (must be able to lift or transport 50 pounds or less), carrying and searching in confined areas will be required.

Clear comprehensible speech, manual dexterity, hearing and visual acuity are also required.

Work may require wearing protective clothing, eyewear, gloves and other safety equipment.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** _____

Class Code 02005

Pay Grade 0035

Bargaining Unit IBEW

EEOC Category _____



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

DATE: December 14, 2015

TO: Civil Service Commission

FROM: Janet Thiessen, Executive Secretary, Civil Service Commission

SUBJECT: Approve Revisions to the Public Works Maintenance Worker I-II and IA-IIA Classification Specifications

RECOMMENDATION

Approve the proposed classification specifications revisions of the Public Works Maintenance Worker I-II and IA-IIA classifications. These positions are represented by the International Brotherhood of Electrical Workers (IBEW Local #2376).

SUMMARY

Public Works Maintenance Worker I-II and IA-IIA – Approve the revised classification specifications to reflect recommended driver license and education requirements. See Attachments A and B for changes.

In accordance with Civil Service Commission Rule 4.6 Classification Revision, significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class. The Department of Human Resources is currently working with the Public Works Department to conduct a recruitment for the position of Public Works Maintenance Worker IA and IIA. During the review of the existing classification specifications by the Public Works Department, several significant changes were requested. The Human Resources Department concurs with the recommended changes as does IBEW Local #2376.

BACKGROUND AND DISCUSSION

Public Works Maintenance Worker (PMMW) I-IA and II-IIA– Revisions of existing classifications

The Public Works Maintenance Worker series consists of four classifications in the maintenance series with level of skill and driver license requirements listed below:

1. Public Works Maintenance Worker I (Entry level) - Appropriate, valid driver license
2. Public Works Maintenance Worker IA (Entry level) - Class A driver license
3. Public Works Maintenance Worker II (Journey level) - Appropriate, valid driver license
4. Public Works Maintenance Worker IIA (Journey level) - Class A driver license

The Public Works Maintenance Worker IA classification specification is distinguished from the Public Works Maintenance Worker IIA classification specification in that the latter performs the full range of maintenance duties at the journey level. The existing Public Work Maintenance Worker IA and IIA classification specifications currently require applicants to possess a class “A” driver license upon entry into the position.

Request to Change Driver License Requirement

Human Resources recruited for PWMW IA and IIA in 2012, 2013, and 2014 and received a minimal number of applicants who were in possession of a class “A” driver license. During the 2012 recruitment, less than 10% of the applicants for these two classifications actually possessed a class “A” driver license upon application/hire. This resulted in recruitments needing to be repeated in 2013 and 2014 in order to establish viable Registers of Eligibles to fill the City’s vacancies in these classifications. The PWMW I and II classification specifications do not require applicants to possess a class “A” driver license upon hire, but do require an appropriate, valid driver license.

The Department of Public Works currently has 25% of their maintenance vehicles which require a class “A” driver license for operation. Eight of the 25 vehicles are emergency and/or special handling vehicles which include the following: tractor trailers, boom trucks, patch trucks, ten wheelers and a high ranger.

Due to the low numbers of qualified applicants, the Department of Public Works-Maintenance Division developed an internal class “A” driver training program in order to help employees qualify for a class “A” driver license. The internal class “A” driver program tests employees on the following components: pre-trip inspection, test of vehicles and trailer, air brake test, and a driving skills tests which includes straight line backing, alley dock, and parallel parking. Currently, the PWMW I-II classification specifications do not require employees to possess a class “A” license as a condition of their employment. As such, it is not mandatory for new employees hired under these two classifications to participate in the class “A” driver training program. By requiring new employees who are hired under the PWMW-IA classification to possess the class “A” driver license within twelve months of employment, new employees will be required to participate in the class “A” driver license training program in order to obtain a class “A” driver license.

Staff recommends revising the minimum requirements of the PWMW IA from requiring a class “A” driver license upon hire to requiring the PWMW-IA employee to obtain a class “A” driver license within 12 months of employment. Currently, the PWMW-I and II must possess a valid driver license upon hire, but not necessarily a class “A” license. The PWMW-IIA must possess a class “A” driver license upon hire.

Request to Change the Education Requirement

In addition to the requested language change noted above, the current PWMW I and IA classification specifications do not require a high school diploma and/or its equivalent upon hire into these two entry level positions. The current PWMW I & IA classification specifications’ education section reads as follows: *formal education at a level which provides the ability to read and write at a level necessary for successful job performance*. Employees in the classifications of PWMW I and IA are required to operate vehicles, equipment, and complete complex construction tasks which may require the ability to read and understand material equivalent to a twelfth grade education level. Applicants who possess a high school diploma and/or its equivalent upon hire are believed to be better prepared to read, write and understand written materials at the level needed for successful job performance and better able to use independent judgement, anticipate and prioritize assignments and evaluate concerns on construction projects. Staff from Human Resources and Public Works - Maintenance Division request the Civil Service Commission approve the recommended changes to the current language in the PWMW I and IA classification specifications to require a high school diploma and/or its equivalent upon entry into the position.

Lastly, should the Civil Service Commission approve the possession of a high school diploma and/or its equivalent as a requirement of the PWMW I and IA classification specifications, the Department of Human Resources requests this change also be reflected in the higher level classifications of PWMW-II and IIA. This is recommended so that the education level for the journey level classifications of PWMW-II and IIA are not lower than the entry level classifications in the maintenance series.

The requested changes will impact the minimum requirements for new hires only and not for any incumbent in these four classifications. Human Resources and Public Works staff are in agreement these changes are necessary and more accurately reflect the current and future needs, responsibilities and duties of the positions.

Proposed Salary

The salaries of the classifications of Public Works Maintenance Worker I-II and IA-IIA are not affected.

Public Works Maintenance Worker I-II & IA-IIA –Reporting Structure

Incumbents in the Public Works Maintenance Worker I-II and IA-IIA classifications report directly to a Public Works Supervisor who reports to the Assistant Maintenance Superintendent.

Union Notification

The International Brotherhood of Electrical Workers (IBEW Local #2376) have reviewed the proposed revisions of the Public Works Maintenance Worker I-II and IA-IIA classification specifications and concur with the City’s recommendations to revise the current classification specifications.

Applicable Rules

Authority for the Commission’s action is in Rule 4.6, Classification Revisions, which states in relevant part:

“Significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specification or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in the existing classification plan. This expression does not include editorial, stylistic, or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered “minor revisions.”

ATTACHMENT A: Mark-Up Version of classification specification for Public Works Maintenance Worker I-II

ATTACHMENT B: Mark-Up Version of classification specification for Public Works Maintenance Worker IA-IIA

PREPARED BY: Lisa Thomas, Human Resources Analyst II (707) 649-3589

CONTACT: Lisa Thomas, Human Resources Analyst II (707) 649-3589



CITY OF VALLEJO
CLASSIFICATION SPECIFICATIO

Table with 2 columns: Job Details (PW M W I, Date Adopted, Revised, Class Code, Pay Grade, Bargaining Unit, EEOC Category, FLSA) and Salary Range (Hourly, Bi-Weekly, Monthly, Annual).

PUBLIC WORKS MAINTENANCE WORKER I
PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION

To perform semi-skilled and skilled work in the construction, maintenance, and related service activities related to streets, grounds, signs, and utility maintenance.

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker I - This is the entry level class in the Public Works Maintenance Worker series. This class is distinguished from the Public Works Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series.

Public Works Maintenance Worker II - This is the full journey level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of maintenance duties as assigned including the operation of applicable vehicular and stationary equipment and the most complex maintenance and construction tasks.

SUPERVISION RECEIVED AND EXERCISED

Public Works Maintenance Worker I

Receives immediate supervision from Maintenance Division supervisory personnel.

Public Works Maintenance Worker II

Receives general supervision from Maintenance Division supervisory personnel.

May exercise functional and technical supervision to lower level maintenance staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

Operate construction equipment and power tools such as dump trucks, front-end loader, backhoe, grader, paving machine, compressors, jack hammers, paint sprayers, sand-blasters, concrete saws, mowers, edgers and blowers; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.

Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.

Utilize proper safety precautions related to all work performed.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

May supervise lower level maintenance staff.

Perform related duties and responsibilities as required.

When assigned to street maintenance:

Shovel and spread asphalt and asphalt base in patching, repairing and reconstructing streets; clean and fill road cracks with sealing material.

Install repair and replace culverts and storm drains.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Rake, vacuum, and load fallen leaves into trucks; transport to landfill sites.

Inspect and clear obstructions from storm drains, gutters and culverts.

Install and maintain wooden and metal guard rails.

When assigned to street sweeping maintenance:

Operate a street sweeper cleaning City streets, gutters and alleyways along assigned routes; ensure roadways are clean and safe for the public.

Prepare reports regarding completed routes and activities as required.

Perform preventive maintenance of street sweeper equipment as required.

When assigned to grounds maintenance:

Water, mow, weed, trim, renovate and fertilize lawns.

Plant, water and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

When assigned to grounds maintenance (Con'tCont.):

Trim and prune bushes, trees and shrubs; stake trees as necessary.

Rake leaves and clear debris and litter from walks, fields, and other facilities.

Perform winterizing maintenance in parks, gardens, and City owned facilities.

Install and repair playground equipment, fences, and other related parks equipment and facilities.

Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers and assist in irrigation system installation and maintenance projects.

When assigned to utility maintenance:

Perform regular inspection on water and wastewater lines, manholes, and sewer drain fields; high velocity jet flusher, video inspection equipment, and vac-all truck to clean, flush and restore to operating condition.

Perform service connections to water mains using tapping equipment to install valves, lateral water lines, blow offs, hydrants and meters; flush and test installation.

Lay and align pipe; install, repair and replace manholes, fire hydrants, valves, meters and meter vaults and boxes; exercise valves according to prescribed schedules.

Test, disassemble, clean, repair, and calibrate commercial and residential water meters; sand blast and replace worn or faulty parts.

Locate mains and water services for contractors, utilities, and the general public as required.

Interpret water and sewer maps for identifying main sizes, types and locations.

Chart reservoir and lake height and meter reading.

Perform routine equipment maintenance and field repair.

When assigned to signs and marking maintenance:

Assist in the maintenance of traffic control systems including painting and striping City streets, curbs, parking lots, crosswalks, and miscellaneous roadway markings; install buttons and reflectors along roadways.

Install, repair and replace City sign posts and signs; use various techniques to create lettering on signs.

Clear brush and branch around road signs for maximum visibility.

Perform various graffiti abatement activities.

When assigned to electrical maintenance:

Repair or replace street and traffic light bulbs, poles, arms, fuses, photocells, starters and ballasts; assist in pulling wire as necessary.

Install radios and various electrical equipment into City vehicles.

Assist electricians in a variety of electrical installation, repair and maintenance activities.

Perform routine electrical duties as assigned.

QUALIFICATIONS

Public Works Maintenance Worker I

Knowledge of:

Methods, materials, and equipment used in general maintenance work.

Safe work practices.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of maintenance activities.

Learn to operate a variety of mechanical equipment in a safe and effective manner in routine situations.

Understand and follow oral instructions.

Perform heavy manual labor.

Clean and care for assigned areas and equipment.

Use and operate hand tools in a safe and efficient manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Respond to the Corporation Yard for an emergency call out.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including the general public.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Some general maintenance experience.

Training:

~~Formal or informal education at a level which provides the ability to read and write at a level necessary for successful job performance.~~ A high school diploma/GED is required.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Conditions

Travel from site to site; some exposure to dust, noise and heights; some heavy lifting, standing, climbing; work in inclement weather conditions.

Department Head Signature _____ **Date:** _____

Public Works Maintenance Worker II

In addition to the qualifications for Public Works Maintenance Worker I:

Knowledge of:

Methods and techniques of construction, maintenance and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

Ability to:

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Perform a variety of manual tasks for extended periods of time and under unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Work safely with dangerous materials.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility.

Training:

~~Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.~~ A high school diploma/GED is required.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Working Conditions

Travel from site to site; some exposure to dust, noise and heights; some heavy lifting, standing, climbing; work in inclement weather conditions.

Department Head Signature _____ **Date:** _____



**CITY OF VALLEJO
CLASSIFICATION SPECIFICATION**

Date Adopted by CSC _____ Revised _____ New _____ Class Code <u>01630</u> Pay Grade <u>0023</u> Bargaining Unit <u>IBEW</u> EEOC Category <u>08</u> FLSA _____	Salary Range: Hourly 19.67 – 23.91 Bi- Weekly 1,573.72 – 1,912.86 Monthly 3,409.73 – 4,144.52 Annual 40,916.72 – 49,734.26
Date Adopted by CSC _____ Revised _____ New _____ Class Code <u>01635</u> Pay Grade <u>0027</u> Bargaining Unit <u>IBEW</u> EEOC Category <u>08</u> FLSA _____	Salary Range: Hourly 21.70 – 26.38 Bi- Weekly 1,736.75 – 2,111.03 Monthly 3,762.96 – 4,573.90 Annual 45,022.55 – 54,886.83

**PUBLIC WORKS MAINTENANCE WORKER I - A
PUBLIC WORKS MAINTENANCE WORKER II - A**

DEFINITION

To perform semi-skilled and skilled work in the construction, maintenance, and related service activities related to streets, grounds, signs, and utility maintenance.

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker I - A - This is the entry level class in the Public Works Maintenance Worker - A series. This class is distinguished from the Public Works Maintenance Worker II - A by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Public Works Maintenance Worker II - A - This is the full journey level class in the Maintenance Worker - A series. Employees within this class are distinguished from the Maintenance Worker I - A by the performance of the full range of maintenance duties as assigned including the operation of applicable vehicular and stationary equipment and the most complex maintenance and construction tasks. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Public Works Maintenance Worker I - A

Receives immediate supervision from Maintenance Division supervisory personnel.

Public Works Maintenance Worker II - A

Receives general supervision from Maintenance Division supervisory personnel.

May exercise functional and technical supervision to lower level maintenance staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

May operate front end loader, backhoe, grader paving machine.

Operate construction equipment and power tools such as dump trucks, compressors, jack hammers, paint sprayers, sand-blasters, concrete saws, mowers, edgers and blowers; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.

Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.

Utilize proper safety precautions related to all work performed.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

May supervise lower level maintenance staff.

Perform related duties and responsibilities as required.

When assigned to street maintenance:

Shovel and spread asphalt and asphalt base in patching, repairing and reconstructing streets; clean and fill road cracks with sealing material.

Install repair and replace culverts and storm drains.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Rake, vacuum, and load fallen leaves into trucks; transport to landfill sites.

Inspect and clear obstructions from storm drains, gutters and culverts.

Install and maintain wooden and metal guard rails.

When assigned to street sweeping maintenance:

Operate a street sweeper cleaning City streets, gutters and alleyways along assigned routes; ensure roadways are clean and safe for the public.

Prepare reports regarding completed routes and activities as required.

Perform preventive maintenance of street sweeper equipment as required.

When assigned to grounds maintenance:

Water, mow, weed, trim, renovate and fertilize lawns.

Plant, water and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

Trim and prune bushes, trees and shrubs; stake trees as necessary.

When assigned to grounds maintenance (Cont.):

Rake leaves and clear debris and litter from walks, fields, and other facilities.

Perform winterizing maintenance in parks, gardens, and City owned facilities.

Install and repair playground equipment, fences, and other related parks equipment and facilities.

Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers and assist in irrigation system installation and maintenance projects.

When assigned to utility maintenance:

Perform regular inspection on water and wastewater lines, manholes, and sewer drain fields; high velocity jet flusher, video inspection equipment, and vac-all truck to clean, flush and restore to operating condition.

Perform service connections to water mains using tapping equipment to install valves, lateral water lines, blow offs, hydrants and meters; flush and test installation.

Lay and align pipe; install, repair and replace manholes, fire hydrants, valves, meters and meter vaults and boxes; exercise valves according to prescribed schedules.

Test, disassemble, clean, repair, and calibrate commercial and residential water meters; sand blast and replace worn or faulty parts.

Locate mains and water services for contractors, utilities, and the general public as required.

Interpret water and sewer maps for identifying main sizes, types and locations.

Chart reservoir and lake height and meter reading.

Perform routine equipment maintenance and field repair.

When assigned to signs and marking maintenance:

Assist in the maintenance of traffic control systems including painting and striping City streets, curbs, parking lots, crosswalks, and miscellaneous roadway markings; install buttons and reflectors along roadways.

Install, repair and replace City sign posts and signs; use various techniques to create lettering on signs.

Clear brush and branch around road signs for maximum visibility.

Perform various graffiti abatement activities.

When assigned to electrical maintenance:

Repair or replace street and traffic light bulbs, poles, arms, fuses, photocells, starters and ballasts; assist in

pulling wire as necessary.

Install radios and various electrical equipment into City vehicles.

When assigned to electrical maintenance (Con't/Cont.):

Assist electricians in a variety of electrical installation, repair and maintenance activities.

Perform routine electrical duties as assigned.

QUALIFICATIONS

Public Works Maintenance Worker I - A

Knowledge of:

Methods, materials, and equipment used in general maintenance work.

Safe work practices.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of maintenance activities.

Learn to operate a variety of mechanical equipment in a safe and effective manner in routine situations.

Understand and follow oral instructions.

Perform heavy manual labor.

Clean and care for assigned areas and equipment.

Use and operate hand tools in a safe and efficient manner.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Respond to the Corporation Yard for an emergency call out.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including the general public.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Some general maintenance experience.

Training:

Formal or informal education at a level which provides the ability to read and write at a level necessary for successful job performance. A high school diploma/GED is required.

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License or Certificate

Possession of a valid Class A California driver's license within 12 months of hire.

Working Conditions

Travel from site to site; some exposure to dust, noise and heights; some heavy lifting, standing, climbing; work in inclement weather conditions.

Department Head Signature _____ Date: _____

Public Works Maintenance Worker II - A

In addition to the qualifications for Public Works Maintenance Worker I - A:

Knowledge of:

Methods and techniques of construction, maintenance and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

Ability to:

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Perform a variety of manual tasks for extended periods of time and under unfavorable weather conditions.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Perform duties in a manner to maximize public safety in the area of work assigned.

Work safely with dangerous materials.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility.

Training:

~~Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. A high school diploma or GED is required.~~

License or Certificate

Possession of a valid Class A California driver's license.

Working Conditions

Travel from site to site; some exposure to dust, noise and heights; some heavy lifting, standing, climbing; work in inclement weather conditions.

Department Head Signature _____ Date: _____



DATE: December 14, 2015
TO: Civil Service Commission
FROM: Janet Thiessen, Interim Executive Secretary, Civil Service Commission
SUBJECT: CONSIDERATION OF PROTESTS ITEMS FROM THE FIRE CAPTAIN ASSESSMENT CENTER EXAMINATION

RECOMMENDATION

To deny five protests regarding Fire Captain Assessment Center that took place on Tuesday, October 27, 2015.

Human Resources received five protests items resulting from the Fire Captain Assessment Center examination. Matt Gruver (Gruver) a consultant with Jack Clancy & Associates administered the Fire Captain Assessment Center examination. Vallejo Fire has used Gruver in the past to administer Fire Captain Assessment Center examinations. Gruver is very familiar with the process and has many years of experience managing the Assessment Center promotional processes for public safety. The assessment center method provides a means of gathering relevant information, under standardized conditions, about an individual's capabilities to perform a supervisory or management job.

The scoring of two assessment center components, the Incident Command and Written Presentation exercises, are areas of the Assessment Center examination which are the subject of protests by candidates. Staff recommends no changes be made to the candidates overall scores on any area of the examination. Below are the protest items:

Protest #1: Candidate is protesting because he says "establishing two-out as well as medical group". Candidate is also protesting the physical positioning of the assessors in relation to him as a candidate during the Incident Command exercise scenario (**See Attachment A- Matthew McWhorter Protest**)



Protest #2: Candidate is protesting the inconsistency of the assessor's answers and notes for the Incident Command exercise. **(See Attachment A- Matthew McWhorter Protest)**

Protest #3: Candidate is protesting the exclusions of seniority credit as part of his final score as stated in section 12.4 of the Civil Service Rules. **(See Attachment B- Mark Libby Protest)**

Protest #4: Candidate is protesting the Incident Command exercise, stating he verbalized all of the critical aspects of being in command of a structure fire. Candidate filed the protest before he reviewed his rating sheets. **(See attachment B- Mark Libby Protest)**

Protest #5: Candidate is protesting the Written Presentation Exercise, candidate alleges the assessor John Duggan's nodded off during this presentation. **(See Attachment B- Mark Libby Protest)**

The assessors made notes and entered preliminary scores for each candidate on the rater note sheets/forms, and then came to consensus on discussion of the candidate before determining their final score for the candidate. Final scores were then entered on the consensus form. The scores entered on the consensus form are the official scores for each candidate.

The majority of the candidates reported to Human Resources the process was fair and professional. Each exercise had two assessors rating each candidate. All of the assessors selected are currently employed as a Battalion Chief at a Northern California fire station and all have gone through a similar assessment center process. Assessors were instructed to make independent notes and enter preliminary scores during the exercise and then to engage in a discussion regarding the candidates' performance before coming to consensus and entering final scores on the consensus form.

BACKGROUND & DISCUSSION

On Thursday, August 25, 2015, an examination was announced for the purpose of creating a Register of Eligibles list for the internal promotion to the classification of Fire Captain. Eligibility to compete for this recruitment was limited to current City of Vallejo Firefighters with five years of experience in the City of Vallejo Fire Department.



The job announcement explained the examination process which all together consisted of four components. The first portion of the examination process was the written examination (weighted at 20%). The 100 question written examination was developed by CPS HR Consulting, a company experienced in developing examinations for public safety positions. The second portion of the examination process was an Assessment Center. The Assessment Center consisted of these three separate components:

- 1) Written presentation (weighted at 20%);
- 2) Role play (weighted at 20%);
- 3) Incident command exercise (weighted at 40%).

Candidates were given the opportunity to participate in all portions/components of the examination process: written examination, written presentation, role play, and incident command exercise. ***(See Attachment E- Job Announcement distributed for Fire Captain Recruitment)***

Examination Process:

In developing the Assessment Center, staff from Human Resources and the Fire Department consulted with Gruver to develop three components which would adequately assess the knowledge, skills and abilities required to perform the essential job functions of a Fire Captain.

On Monday, October 26, HR Analyst Tilley, Vallejo Fire Subject Matter Experts (SMEs) and Gruver held an orientation/ training session for assessors. Six assessors received training on the Assessment Center, to include information on each exercise and on the rating process, including common errors. During the training, assessors were given guidelines and informed of expectations. Assessors were instructed to use the rater forms/note sheets to take notes of their observations. All assessors were instructed to engage in a discussion regarding their observations, and to record their final scores on the consensus form.

The Assessment Center was held on Tuesday, October 27, 2015. Seven candidates completed the Assessment Center examination. Candidates were scheduled in one-hour increments throughout the day. Following the Assessment Center examination, Human Resources scheduled five days for the candidates to inspect their scored answers and rating sheets. The inspection of scored answers was held the week of November 2- 6, 2015.

Protests of specific components from the Assessment Center examination were received from two candidates. Candidates could inspect all three parts of the Assessment Center portion of



the promotional exam. Below is a brief description of the exercises involved in the protests and details of what is being protested.

INCIDENT COMMAND EXERCISE/ PROTESTS 1, 2, 3 and 4):

The Incident Command Exercise was designed to provide each candidate the opportunity to display his/her skills and abilities as related to the operational leadership role of a Captain at the Vallejo Fire Department.

All candidates were provided 10 minutes to review the instructional materials associated with the exercise and then required to run the incident as if they were the first arriving officer at the scene. The exercise utilized a computer-generated fire simulation and live communications to closely replicate real world events (within a simulated environment). Following the conclusion of the incident, candidates are asked a series of questions designed to provide the evaluators with clarification regarding the candidates' fire ground strategy, tactics, and overall scene management.

Protest 1- Candidate Matthew McWhorter (McWhorter) was marked down for not verbalizing "established two-out". Two-out is in reference to the concept of two fire personnel in/ two fire personnel out of a structure fire. In simplest terms, it requires departments to have two personnel staged at the main entrance to the structure fire (for safety purposes) before it sends in two personnel on an attack line to fight fire. Human Resources contacted the assessors for the Incident Command exercise regarding this candidate's protest. Candidate Matthew McWhorter stated in his protest that the assistant running the IC (Incident Command) exercise and sitting directly to his left seemed to have no issue hearing him. Candidate alleges he stated "established two-out". As mentioned to Candidate McWhorter, the assistant was not the assessor. Human Resources Analyst Tilley contacted the assessors and both assessors said they did not hear him say "established two out". Both assessors stated their scores are consistent with what they observed during the examination.

Candidate McWhorter alleges the examination room was not set up properly. The positioning of the candidate and assessors was done so the candidate faced the screen to watch the fire scene and the assessors sat behind the candidate. Both candidate and assessors were facing forward so each could see what was being shown on the viewing screen. McWhorter stated, "The Incident Command exercise should have been the same set up as the other two exercises." The other exercises were set up so the candidate faced the assessors. The City of Vallejo has concluded the set up for the Incident Command exercise/ process was fair and objective and done appropriately for the exercise. Every candidate went through the same



process, was treated the same throughout the incident and was positioned the same way - facing the screen with the assessors seated behind the candidate. No candidate expressed concern about the seating arrangement the day of the test. Each candidate could observe before the exercise began where the individuals evaluating them were sitting. (***See Attachment C- Rater packet/ consensus form for McWhorter***).

Protest 2- Candidate McWhorter says the assessors' answers on the Incident Command exercise are different for B-10, C-7 and F #1-5. A check of the rater notes/forms confirmed that the assessors did not enter the exact same scores on these items. The assessors were contacted by HR analyst Tilley regarding the inconsistency in their answers. Assessors stated those were their notes, not their final scores. They engaged in discussion after the exercise, compared observations and then entered their scores on the consensus form as instructed in the assessors training. Assessors had been instructed by Gruver to engage in a discussion after rating each candidate and then note their final score on the consensus form. Assessor Randall Hein stated, "I wrote questions, comments and notes to remind myself to look for the candidate doing specific actions." (***See Attachments C- Rater packet/ consensus form for McWhorter***)

Protest 3- Candidate Mark Libby ("Libby") is protesting the absence of seniority credit as part of the final score. He stated seniority credit was not calculated into the final score as stated in section 12.4 of the Civil Service Rules. Human Resources notified Libby by email on 11/16/15 that the IAFF MOU supersedes the Civil Service Rules and Regulations. Per IAFF MOU, section 10, I. "Seniority and Veteran's Preference points shall be eliminated from the final scoring in promotional exams certified by Civil Service Commission after November 17, 1992; provided, however, that seniority shall continue to be considered as a criterion pursuant to Charter Section 803 (b)." Per the IAFF MOU, seniority points will not be added to the final score for any candidate taking an internal only promotional examination for the Vallejo Fire Department. (***See Attachment D- Rater packet/ consensus form for Libby***)

Protest 4- Candidate Libby is protesting the Incident Command exercise, stating he verbalized all of the critical aspects of being in command of a structure fire. Libby says he "did the following: a water supply was established, a decision to attack the fire was made, and a two-out crew was in place along with a RIC Crew. Next, a second alarm was called, Command was established and named along with its location and updates of interior crews fighting the fire was asked along with the progress of the truck company that was ordered to the roof for ventilation. Then, when a rescue was pronounced at the end of the exercise, the RIC crew of three firefighters was deployed to assist with the children at the back balcony and stairs." Lastly, Libby alleges he announced what type of building it was, where the fire was located and who he wanted to attack the fire."



HR analyst Tilley contacted the assessors. They both confirmed their recollection of this candidate's answers in the Incident Command Exercise. Both assessors scored the candidate low. The assessors stated, "Candidate was very slow in making assignment and running the incident. Candidate did not request any supplemental resources. Candidate did not utilize all resources on scene." They both confirmed their scores, notes and feedback sheets were consistent with their observations. One of both of the assessors marked No for the following items on this exercise:

B. Fire Ground Incident Command

- 5. Located command post appropriately (Assessor 2)
- 9. Requested additional resources (in a timely manner) (both assessors)
- 10. Utilized resources effectively (both assessors)

C. Tactics and Strategy

- 7. Addressed safety (both assessors)
- 10. Addressed secondary search (both assessors)
- 12. Addressed exposure protection (Assessor 2)

D. Communication

- 1. Gave clear and concise orders (both assessors)
- 2. Maintained incident communications (Assessor 2)
- 3. Managed incident communications effectively (Assessor 1)
- 4. Addressed personnel accountability (both assessors)
- 5. Followed up on assignments given (both assessors)

E. General

- 2. Did candidate address on scene medical concerns (both assessors)
- 3. Did candidate address crew rehab (both assessors)
- 4. Did candidate request law enforcement or traffic/crowd control (both assessors)
- 5. Did candidate contact/request the following resources: ambulance, utilities, safety officer, fire investigators, PIO (Assessor 2 marked ambulance; both assessors marked utilities, safety officer, fire investigators, and PIO)

F. CAN Report

- 1. Identify incident objectives (Assessor 1)
- 3. Provided a report on conditions, actions and needs (Assessor 1)
- 4. Accurately describe resources ordered and on the way (if any) (both assessors)
- 5. Provided an update on crews' status and condition (both assessors)

(See Attachment D- Rater packet/ consensus form for Libby)



WRITTEN PRESENTATION EXERCISE/ PROTEST 5:

The Written Presentation Exercise was designed to provide each candidate the opportunity to discuss his/her preparation for the job by taking an in-depth look into the experiences that have helped him/her develop the skills and abilities necessary for success as a Captain at the Vallejo Fire Department. All candidates were provided four questions in advance of the assessment process and provided additional guidance by the consultant on how to approach the exercise during a candidate orientation session (provided immediately following the administration of the written examination).

On his/her scheduled assessment day, each candidate was provided a copy of what he/she submitted in advance of the assessment process and given an opportunity to prepare (10 minutes) before meeting with the assessment panel. While interacting with the assessment panel, each candidate was given 15 minutes to present/discuss the material submitted and then asked follow-up questions based on the information provided to the panel (both verbally and in writing).

Protest 5- Candidate Libby is protesting the Written Presentation exercise of the Assessment Center asserting that the assessor from San Ramon Valley Fire Department was nodding off during his presentation. Libby stated, "It was unprofessional and was a huge distraction for him being able to present material for the examination." Libby was referring to himself in making this statement on his protest form. HR analyst Tilley was present at the examination location and checked in with each candidate before and after the candidate went through the Assessment Center process. Libby did not mention this concern to HR analyst Tilley until Monday (11/2/15) at 6:52AM at which time the HR office received an email from Libby detailing his protest items. HR Analyst Tilley contacted both assessors involved in this component. Assessor 1 (BC Blake Lawson) does not recall seeing Assessor 2 (BC John Duggan) nodding off or bobbing his head indicating tiredness as he was focused on the candidate. Assessor 1 states that Assessor 2 was fully engaged and participated in each of the candidate debriefing discussions. HR Analyst Tilley contacted Assessor 2 (Duggan) and asked Assessor 2 if he nodded off or fell asleep during any part of the examination process. Assessor 2 stated that he did not nod off or fall asleep; he was alert. Assessor 2 states that he takes the examination process seriously. Both assessors stated they remember the candidate and confirmed their scores on the consensus form. **(See Attachment D- Rater packet/ consensus form for Libby)**

CONCLUSION

The protest process specified in **Civil Service Rule 12.3** was followed. Protests were filed from two candidates and their specific protests were reviewed with a recommendation for denial as discussed in the previous sections of this report.



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590-5934 · 707.648.4435

Human Resources notified candidates of their tentative scores on each component of the exam and their overall score. Candidates must achieve a minimum overall score of 70% in order for their name to appear on the Register of Eligibles list. Five candidates scored 70% or higher and two candidates scored below. Candidates were notified by Human Resources of receipt of protest forms on the Assessment Center portion of the examination and protests would be submitted to the Civil Service Commission for resolution at the December 14, 2015 meeting. Finally, the Register of Eligibles list will be created following resolution of the protests and all candidates will be formally notified of their final score.

CONTACT: Robin Tilley, Human Resources Analyst II- (707) 649-4852

ATTACHEMENTS:

- A- Protest Form- Matthew McWhorter
- B- Protest Form- Mark Libby
- C- Job Announcement (Fire Captain)
- D- Rater Packet/ consensus form- Matthew McWhorter
- E- Rater Packet/ consensus form- Mark Libby
- F- Rater statement form; call with HR Analyst
- G- International Association of Firefighters- Local 1186/
MOU, Section 10, #I (March 25, 2010 – June 30, 2012)
- H- Civil Service Commission Rule and Regulations 12.4 & 12.3

CITY OF VALLEJO
2015 FIRE CAPTAIN PROMOTIONAL EXAMINATION
PROTEST FORM

Candidate Name: MATT MULHARTDate: 11-3-15

ITEM	REASON FOR PROTEST Please be detailed in your reasoning and print legibly
① Incident Command	NAMES 2 out / stated / appropriate IAC worksheet
Incident Command	RATER sitting behind instead of in front of the test taker
Incident Command B-10	1 RATER says yes, AND ① says no
Incident Command C-7	RATER ① says NO on safety RATER ② says YES
Incident Command F # 1-5	Both Accessors have completely different answers for can report
② Incident Command -	Rescue group was in charge of patient care, therefore
	I do not need medical group

In the incident command exercise I am graded on what I say and not what I write down. I stated that "Engine 25 assumed capital st command and established "2 out". I also requested a Tactical channel, 360° of building and noted that the command post was mobile at this time.

According to the assessors I did not say "2 out" I believe when I am being graded on what I say then the persons assessing me should be sitting in front of me. Not sitting 10 feet behind me with my voice projecting forwards not backwards. In this evaluation I am being timed and do not have time to repeat myself therefore I believe it would be best to sit beside or in front of me.

I also backed up what I said in my narrative. Engine 25 established "2 out".

James Peavey

From: Matthew H. McWhorter
Sent: Friday, November 06, 2015 9:01 AM
To: Robin Tilley; James Peavey
Subject: captain test protest

Good Morning,

Just to sum up my protest I would like to put this all together. In the incident command exercise I was marked down for not verbally establishing 2 out as well as medical group. I understand that what I write down and what the evaluators write down are only notes. If I am graded for what I say and not what I write down then I believe I have a few issues.

In the other two scenarios I was evaluated on what I say as well. In both cases I was sitting facing the evaluators and speaking towards them. In the incident command exercise I was sitting approximately 10 feet in front of the evaluators facing away from them. I believe this is an issue if I am being graded on what I say and not what I write down. It makes it very difficult to hear when I'm facing in the opposite direction during a timed event and having to speak very fast and not able to repeat because I am trying to get as many points as possible during the allotted time.

This leads to my second issue. The gentleman who was sitting directly to my left who was running the IC exercise from Los Angeles seemed to have no issue hearing me. He stated to me "Your 2 out crew located the 2 children". My 2 out crew at that point was on the second story in division 2. My case is that if I did not verbally establish 2 out then the gentlemen running the simulator sitting right next to me would have not been able to say my 2 out crew found the 2 children. My last issue is that at the point my 2 out crew located the two children on the second story I assigned the rescue group to medical and they were in charge of patient care. I had my RIC team assist the 2 out crew (who were part of division 2) with getting the children out of the building. Did they miss that as well? Possibly...

In summary I believe this scenario should have been set up like the other two scenarios. I am being evaluated and in this case marked down for something I clearly stated but was only heard by the gentlemen sitting next to me. Unfortunately he is only the person running the scenario and not one of the evaluators. I believe that if the Incident Command exercise was set up properly like the other two exercises than I would have been able to be heard and not penalized for something I clearly performed.

Sincerely, Matt McWhorter

CITY OF VALLEJO
2015 FIRE CAPTAIN PROMOTIONAL EXAMINATION
PROTEST FORM

Candidate Name: Mark Libby

Date: 11/2/15

ITEM	REASON FOR PROTEST Please be detailed in your reasoning and print legibly
<i>see</i>	
<i>protests</i>	
<i>attached</i>	

Protest Items

Robin Tilley

From: Mark Libby
Sent: Monday, November 02, 2015 6:52 AM
To: James Peavey; Robin Tilley
Cc: Mark Libby
Subject: Re: Fire Captain (Internal Only- Promotional Opportunity)

Hi James and Robin,

I see in section 12.3 of the Civil Service Rules that I have five working days to protest any part of my written scores. I have planned to inspect and protest or question some parts of the exam, so I felt I should put those in writing now as to not miss the time period.

1. I was wondering if my seniority credit has been calculated into my final score as stated in section 12.4 of the Civil Service Rules.
2. I would like to protest the QRQ portion of the test due to the fact that the evaluator from San Ramon Valley Fire Department was nodding off during my presentation. This felt very unprofessional and was a huge distraction to me being able to present my material. I asked two others being evaluated that day after the test was over and they stated the same thing about this grader "falling asleep" during their presentation.
3. I would like to protest the Fire Problem due to the fact that I had verbalized all of the critical aspects of being in command of a structure fire. A water supply was established, a decision to attack the fire was made, a two-out crew was in place along with a RIC Crew. A second alarm was called, Command was established and named along with its location and updates of interior crews fighting the fire was asked along with the progress of the truck company that was ordered to the roof for ventilation. When a rescue was pronounced at the end of the exercise, the RIC crew of three firefighters was deployed to assist with the children at the back balcony and stairs.
I announced what type of building it was, where the fire was located and who I would like to attack the fire. These actions are all very much in line with what we do on a daily basis and in line with all of our standard operating procedures.

Thank you for your time, please let me know when I can inspect my grading sheets and what is further needed from me.

Mark Libby

From: Mark Libby
Sent: Friday, October 30, 2015 5:15 PM
To: James Peavey
Cc: Mark Libby
Subject: Fw: Fire Captain (Internal Only- Promotional Opportunity)

From: Mark Libby
Sent: Friday, October 30, 2015 5:03 PM
To: Robin Tilley
Subject: Re: Fire Captain (Internal Only- Promotional Opportunity)

How about Thursday or Friday? Friday would be best for me.

From: Robin Tilley
Sent: Friday, October 30, 2015 4:53 PM
To: Mark Libby
Cc: James Peavey
Subject: RE: Fire Captain (Internal Only- Promotional Opportunity)

Hi Mark,

What day should I schedule you in for next week?

Please be sure to copy James.

Thanks,

Robin Tilley, MSHRM
Personnel Analyst II
City of Vallejo | Human Resources Department
(707) 649-4852 | robintilley@cityofvallejo.net
  

From: Mark Libby
Sent: Friday, October 30, 2015 4:46 PM
To: Robin Tilley <Robin.Tilley@cityofvallejo.net>
Cc: Mark Libby <Mark.Libby@cityofvallejo.net>
Subject: Re: Fire Captain (Internal Only- Promotional Opportunity)

Hi Robin,

Very suprised at these scores. I would like to schedule an appointment to see the grading sheets.

Thank You,

Mark Libby

From: robin.tilley@cityofvallejo.net <robin.tilley@cityofvallejo.net>
Sent: Friday, October 30, 2015 4:35 PM
To: Mark Libby
Subject: Fire Captain (Internal Only- Promotional Opportunity)

October 30, 2015

Mark Libby
101 Boyd Ct.
Danville, CA 94526

Dear Mark:

You participated in the promotional examination and assessment center process for the position of Fire Captain (Internal Only- Promotional Opportunity). Please read this notice carefully as it contains your TENTATIVE score(s) from the promotional examination process and information on how to schedule a meeting with Human Resources personnel to inspect your scored answers and rating forms.

The written examination was administered on Monday, October 19, 2015; it was weighted at 20% of your total score. The Assessment Center components were administered on Tuesday, October 27, and consisted of a Written Presentation exercise (weighted at 20%), a Role Play exercise (weighted at 20%), and a Incident Command exercise (weighted at 40%) As stated in the job posting for the promotional process, candidates must have achieved a minimum overall score of seventy percent (70.00%) once all scores are calculated. The names of candidates with an overall score of (70.00%) will appear on the Register of Eligibles List. This email is to advise you of your tentative scores and the Inspection of Scored Answers period allowed under Civil Service Rule 12. All sections of Civil Service Rule 12 are contained at the end of this notice.

The tentative scores listed below include both the raw score and weighted score that you achieved from each component of the examination process. The total score listed is the combined tabulation of all four weighted scores.

Your tentative scores are:

Written Examination: Raw Score - 74.00 /Weighted Score - 14.80
Written Presentation Exercise: Raw Score - 65.42 /Weighted Score - 13.08
Role Play Exercise: Raw Score - 85.42 / Weighted Score - 17.08
Incident Command Exercise: Raw Score - 61.25 / Weighted Score - 24.50

Total Weighted Score: 69.47

The City of Vallejo's Civil Service Rules allow for an inspection period following the administration of examinations. The inspection period applicable to the promotional examination and assessment process you participated in is called the Inspection of Scored Answers. The Inspection of Scored Answers will take place over five (5) working days as listed below in this notice. You must schedule an appointment with Robin Tilley, Personnel Analyst II, and/or James Peavey, HR Program Manager, to inspect your scored answers. Note: I am out of the office on Friday, November 6, candidates may meet with James Peavey in my absence. Please

request an appointment in writing by emailing both Robin Tilley at robin.tilley@cityofvallejo.net and James Peavey at james.peavey@cityofvallejo.net

IMPORTANT: No phone appointments will be scheduled. Requests for Inspection of Scored Answers must be made in writing by email.

Please read Civil Service Rule 12 - Report of Examination and Protests for details on applicable rules. Sections 12.3, 12.4, 12.5, 12.6, and 12.7 provide specific information on the Inspection of Scored Answers period (five (5) working days) and Review of Protests.

The Inspection of Scored Answers from the Fire Captain promotional examination will take place only on the following dates:

November 2, 3, 4, 5 and 6, 2015. Appointments may be scheduled between 9:00 a.m. until 5:00 p.m. No after hour appointments will be scheduled.

Again, any candidate who wishes to inspect their scored answer sheets and any rating forms should schedule a meeting on these dates by emailing both Robin Tilley at robin.tilley@cityofvallejo.net and James Peavey at james.peavey@cityofvallejo.net

Sincerely,

Robin Tilley
City of Vallejo Human Resources
Personnel Analyst II
robin.tilley@cityofvallejo.net
(707) 649-4852- direct line
(707) 648-4363- main office

James Peavey
City of Vallejo Human Resources
HR Program Manager
james.peavey@cityofvallejo.net
(707) 648-4102 – direct line
(707) 648-4363 – main office

Civil Service Rule 12 Report of Examination and Protests

12.3 Inspection of Scored Answers

After all parts of an examination have been completed and scored, the candidates shall be allowed a period of five (5) working days during which they may inspect their scored answer sheets and any rating forms which they have been rated during any part of the examination. The candidates shall be notified immediately of their tentative weighted average scores and the five working days during which they make such inspection. During

this inspection, candidates shall not be allowed to copy any of the test questions or rating forms used in an examination. If the candidate believes error has been made in the application of the written test scoring key in the scoring of his/her papers or in the rating given on any part of the examination, he/she may, during this five (5) working day period make a protest in writing, stating specifically where he/she believes error has been made, provided, however, that no protest may be made against the previously approved written test. No protest may be made after the five (5) working day period except as provided in Rule 12.5.

12.4 Report of Examination

Upon receipt of written requests for rescoring or rerating a review of the protests shall be made by the Executive Secretary and a report thereon submitted to the Commission. After all such protests have been finally passed upon by the Commission and any errors have been corrected, the names of the candidates shall be arranged in the order of the correct total weighted average scores, including seniority credit, with the highest first. This list shall be adopted by the Commission as the report of examination. Lists resulting from examinations against which no protests have been filed may upon conclusion of the time period provided for in Rule 12.3 be promulgated by the Executive Secretary subject to the approval of the Commission at its next regular meeting.

12.5 Clerical Errors

Any clerical errors made in the computing or assembling of the scores or in the reporting of the examination results to the Commission may be corrected at any time during the period that names on said Report of Examination shall appear on the Register of Eligibles, but no such correction shall affect appointments already made from the list corrected.

12.6 Retention of Examination Papers

All examination papers shall remain on file in the office of the Commission for at least five years and shall not be open to public inspection except under conditions prescribed by rule of the Commission.

12.7 Limitation on Inspection of Questions and Score Answers

Notwithstanding the provisions of Rules 12.1 and 12.3, no inspection shall be allowed of standardized test materials, or tests preduplicated as form tests or semi-form tests, or of questions not scored by an absolute standard, or other similar testing materials when the City by agreement or understanding with the supplier of the testing materials is obligated not to make such materials available for inspection.

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Notwithstanding the provisions of Rules 12.1 and 12.3, no inspection shall be allowed of standardized test materials, or tests preduplicated as form tests or semi-form tests, or of questions not scored by an absolute standard, or other similar testing materials when the City by agreement or understanding with the supplier of the testing materials is obligated not to make such materials available for inspection.

Candidate wants to move forward w/ the protest of seniority pts.

Robin Tilley

From: Mark Libby
Sent: Thursday, November 19, 2015 4:10 PM
To: Robin Tilley
Cc: James Peavey; Mark Libby
Subject: Re: Fire Captain Assessment Center- Explanation for your protest items

Dear Robin,

I would like these items to go before the civil service commission.

I believe seniority points should be looked at as a consideration to employees of the Fire Department. As I understand the police department accounts for time served as a benefit to police officers during a promotional assessment, I don't know if the subject is addressed in their MOU. Due to the fact that firefighters and police officers gain much of their experience through time and invaluable experience during this time served, seniority points should be awarded to both groups of employees.

As I have stated, the fire department is operating under an old contract that may address the issue of allowing seniority points when a new contract is negotiated. Some of our testing criteria have change that now follow the city's Charter and some have remained to follow our old MOU. I am requesting that we operate similar to the police department and simply operate under the city charter.

Thank You,

Mark Libby

From: Robin Tilley
Sent: Monday, November 16, 2015 6:27 PM
To: Mark Libby
Cc: James Peavey
Subject: Fire Captain Assessment Center- Explanation for your protest items

Dear Mark,

Human Resources has received and reviewed your protest items. See an explanation for your protest items below. After reviewing the explanation, please notify us by 5:00PM on Thursday (11/19) if you still would like the items to go before the Civil Service Commission meeting currently scheduled for Monday, December 14.

1. I was wondering if my seniority credit has been calculated into my final score as stated in section 12.4 of the Civil Service Rules. Per the IAFF MOU (p. 12) "Seniority and Veteran's Preference points shall be eliminated from the final scoring in promotional exams certified by

Civil Service Commission after November 17, 1992; provided, however, that seniority shall continue to be considered as a criterion pursuant to Charter Section 803 (b).” This section negates any consideration of CSC Rule 10.5 on use and application of seniority points for promotion.

2. I would like to protest the QRQ portion of the test due to the fact that the evaluator from San Ramon Valley Fire Department was nodding off during my presentation. This felt very unprofessional and was a huge distraction to me being able to present my material. I asked two others being evaluated that day after the test was over and they stated the same thing about this grader "falling asleep" during their presentation. I contacted both raters. Rater 1 does not recall Rater 2 nodding off or head bobbing because he was focused on the candidates. Rater 1 states that Rater 2 was fully engaged and participated in each of the candidate's debriefing discussion. I contacted Rater 2 and asked him if he nodded off or fell asleep during any part of the examination process. Rater 2 stated that he did not nod off or fall asleep; he was alert. Rater 2 states that he takes the examination process seriously.

3. I would like to protest the Fire Problem due to the fact that I had verbalized all of the critical aspects of being in command of a structure fire. A water supply was established, a decision to attack the fire was made, and a two-out crew was in place along with a RIC Crew. A second alarm was called, Command was established and named along with its location and updates of interior crews fighting the fire was asked along with the progress of the truck company that was ordered to the roof for ventilation. When a rescue was pronounced at the end of the exercise, the RIC crew of three firefighters was deployed to assist with the children at the back balcony and stairs.

I announced what type of building it was, where the fire was located and who I would like to attack the fire. These actions are all very much in line with what we do on a daily basis and in line with all of our standard operating procedures. I contacted the raters. They both confirmed their recollection of your answers in the Incident Command Exercise. They also, both confirmed their scores, notes and feedback sheets are consistent with their observation.

Again, please notify us by 5:00PM on Thursday (11/19) if you still would like the items to go before the Civil Service Commission meeting currently scheduled for Monday, December 14.

Thanks,

Robin Tilley, MSHRM
Personnel Analyst II
City of Vallejo | Human Resources Department
(707) 649-4852 | robintilley@cityofvallejo.net





CITY OF VALLEJO
 Department of Human Resources
 555 Santa Clara Street (1st Floor), P.O. Box 3068
 Vallejo, CA 94590
 (707) 648-4106

<http://agency.governmentjobs.com/vallejo>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Fire Captain (Internal Only- Promotional Opportunity)**

An Equal Opportunity Employer

SALARY

\$30.87 - \$37.53 Hourly \$3,476.18 - \$4,225.33 Biweekly \$7,531.71 - \$9,154.87 Monthly \$90,380.57 - \$109,858.48 Annually

OPENING DATE: 08/25/15

CLOSING DATE: 10/08/15, 05:15PM Pacific Time

THE POSITION

THIS POSITION IS OPEN TO CURRENT CITY OF VALLEJO FIRE FIGHTERS ONLY (This is an internal only promotional opportunity).

The City of Vallejo is recruiting for the position of Fire Captain to create a Register of Eligibles list which will be used to fill current and future vacancies for up to two years.

The Fire Captain under direction, to be in command of a truck or engine company at a fire station during an assigned shift; to perform fire prevention work; and to do other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

EXAMPLES OF DUTIES

Important responsibilities and duties may include, but are not limited to, the following:

- Plans and assigns work, gives instructions, maintains discipline and makes decisions relating to fighting fires.
- Responds to alarms; when no superior officer is present, evaluates situation at scene of fire, assigns fire personnel and equipment as needed, and directs fire fighting operation; personally assists in extinguishing fires and in performing related life and property protection work; directs rescue operations; determines need for additional fire apparatus and fire personnel; directs salvage operations after fires are extinguished.
- Performs fire prevention work.
- Assigns and supervises the work of fire personnel engaged in the maintenance of buildings and grounds.
- Conducts and supervises drill and study periods during the shifts.
- Inspects residential units to determine and enforce compliance with safety laws and ordinances.
- Investigates fires to determine causes and damages.
- May be responsible for the training of fire fighters on all shifts and assigned to all stations; is responsible for the station house to which assigned.
- Prepares reports of activities.
- Relieves superior officers as assigned.
- May be required to work irregular hours, to stand by for calls, and to be quartered overnight at a fire station.
- May be assigned responsibility for development and implementation of training programs for all department personnel.
- Keeps records and submits reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern fire fighting procedures, techniques, and equipment.

- Location of streets, hydrants, public buildings and local fire hazards.
- Operational principles of hazardous materials incidents; required industrial health and safety orders.
- City ordinances affecting fire fighting and prevention; rules, regulations, and procedures of the Vallejo Fire Department and related City administrative rules and regulations governing employees, i.e. Civil Service, City-Union Memorandum of Understanding, Administrative Orders; first aid.

Ability to:

- Use modern fire fighting procedures, techniques and equipment.
- Lead and train personnel and plan and supervise their work.
- Compile and maintain accurate records and reports.
- Maintain effective working relationships with fellow employees and the public.
- To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

Required Experience and Training:

Qualifications according to current MOU.

A typical way to obtain the knowledge and abilities would be:

Experience

Five years of experience performing professional fire fighting duties in the Vallejo Fire Department

Training

Additional desirable qualifications: advanced education at the collegiate level in Fire Science or a closely related field; State of California Certification as a Fire Officer.

APPLICATION AND SELECTION PROCESS

Step 1: Application Submittal and Supplemental Responses

To be considered for this position, please submit a completed City of Vallejo application form (on-line submission preferred).

Applications may be obtained and completed on-line at http://www.ci.vallejo.ca.us/city_hall/departments_divisions/human_resources/employment_opportunities/ OR from the Department of Human Resources, 1st Floor, City Hall, 555 Santa Clara Street, Vallejo, CA 94590. On-line applications are preferred. **Incomplete applications or late submissions after the posted due date/time will NOT be given further consideration.**

Step 2: Applicant Screening

Applications will be screened for minimum qualifications. Candidates who meet the minimum qualifications for the position will be invited to participate in the examination process.

ADDITIONAL INFORMATION:

Recommended Materials for Fire Captain Exam: *In addition, these resources may assist you in preparing for the written examination:*

1. Fire and Emergency Services Company Officer, 5th edition by IFSTA

Additional Resources

- MOU's- Memorandum of Understanding
- SOP's- Standard Operating Procedure
- SOG's- Standard Operating Guidelines
- Manual of Operation
- Firefighter bill of rights

Step 3: Examination Process:

The examination will consist of two Phases. Phase I is a written job knowledge examination. Phase II is an

Assessment Center. The examination process will consist of the following four components. Scores will be weighted as listed below:

- Written Examination - 20%
- Written Presentation Exercise - 20%
- Role Play Exercise - 20%
- Incident Command Exercise - 40%

Scores will be calculated in accordance with Civil Service Commission Rule 9.5 which states, in part that "each subject of the examination will be graded independently and the score multiplied by the weight assigned to each subject, the sum of the resulting product shall be divided by the total weights of all subjects in the examination, and the resulting quotient shall be the general average which shall be used in determining the order in which the names of candidates shall appear in the report of the examination." Candidates must achieve a general average of at least seventy percent (70.00%) once all scores are calculated as stated above in order for their name to appear on the Register of Eligibles. Candidates are encouraged to reference Civil Service Commission Rules 9, 10, 11 and 12 governing open and promotional competitive examinations and the report of examination and protests.

Written Examination:

The written examination will consist of a 100 question, multiple choice exam. **The written examination is scheduled for Monday, October 19, 2015 at 10:00am in the Joseph Room, JFK Library, 505 Santa Clara Street, Vallejo, CA.** Candidates who meet the minimum qualifications for the position will receive an invitation to the examination via the email address listed on their application materials. Candidates will be given approximately two hours to complete the written examination.

Candidates need to attend the Assessment Center Orientation held in the Joseph room from 12:30-2:30pm. The instructions will for the presentation written exercise will be provided at the conclusion of the orientation session.

Assessment Center Examination:

The Assessment Center will be held on Monday & Tuesday, October 26-27, 2015 and will include the following subjects:

- Written Presentation Exercise
- Role Play Exercise
- Incident Command Exercise

Note: Candidates will be notified via email of their scheduled date(s), time(s) and location(s) for each subject of the Assessment Center. Any changes to the email address listed on the candidate's application materials must be communicated immediately to Human Resources in order to ensure candidates receive timely notification regarding their invitation to appear for the examination subjects.

The Assessment Center is scheduled for October 26- 27, 2015. Tentative scores will be emailed to each candidate after all candidates have completed the assessment center, and scores have been tabulated. **The Inspection of Scored Answers is scheduled for the following week: November 2, 3, 4, 5, and 6, 2015 from 9:00 a.m. until 5:00 p.m. each day.** Candidates who wish to inspect their scored answers and rating sheets may schedule an appointment by contacting Robin Tilley and James Peavey in writing. Email is the preferred method of contact. Email addresses for Robin and James are as follows:

robin.tilley@cityofvallejo.net

james.peavey@cityofvallejo.net

Step 4: Register of Eligibles

Following the resolution of any protests filed by candidates, each candidate will receive an email listing their final score and ranking on the Register of Eligibles. Candidates must achieve a minimum overall score of 70.00% in order for their name to appear on the Register of Eligibles.

Step 5: Department Interview

Names of candidates who qualify for placement on the Register of Eligibles list will be forwarded to the department in accordance with applicable Civil Service Commission Rules and the current collective bargaining agreement between the City of Vallejo and the International Association of Fire Fighters - Local 1186.

Step 6: Final Selection

The department holding the current vacancy will conduct all final interviews and make the final candidate selection. In accordance with Section 10 (A) of the collective bargaining agreement between the City of Vallejo and IAFF- Local 1186, the "Rule of Three" shall apply. This section states, "Promotions to the classifications within the bargaining unit represented by the Union shall be made from the lower ranks serving in the Fire Department, provided the candidate or candidates competing are qualified for the vacant position, using the rule of three."

ADA Accommodation:

If you are disabled and need accommodations, please contact Robin Tilley at (707) 649-4852 or at robin.tilley@cityofvallejo.net no later than 5:15pm, Wednesday, September 30, 2015.

For any questions regarding this promotional opportunity, please contact the following Human Resources staff:

Robin Tilley, Personnel Analyst II
(707) 649-4852
robin.tilley@cityofvallejo.net

James Peavey, Human Resources Program Manager
(707) 648-4102
james.peavey@cityofvallejo.net

Main Human Resources Phone Line: (707) 648-4363
Fax: (707) 648-5292

Note: The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

<p>APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://agency.governmentjobs.com/vallejo OR 555 Santa Clara Street (1st Floor), P.O. Box 3068 Vallejo, CA 94590</p>	<p>EXAM #2015-054 FIRE CAPTAIN (INTERNAL ONLY- PROMOTIONAL OPPORTUNITY) RT</p>
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VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

CONSENSUS FORM

Candidate Name: MATTHEW McWHORTER

Assessor #1: RANDALL HEIN

Assessor #2: JOHN STURDEE

	Assessor #1	Assessor #2		Average Rating
Supervisory Leadership	65	60		
Problem Solving/ Decision Making	60	60		
Organizational Skills	65	65		
Fire/Emergency Scene Management	65	65		
Oral Communication	65	60		
Written Communication	70	70		

Overall Comments for Feedback:

- NO MEDICAL GROUP WAS ESTABLISHED.
- THE TRANSFER OF COMMAND REPORT WAS NOT EASY TO FOLLOW
- CANDIDATE DID NOT VERBALLY ESTABLISH 2 OUT.
-

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING PACKET

Candidate Name: MATTHEW MCWHORTER

Assessor Name: RANDALL HELW Date: 10/27/15

Assessor Instructions:

This exercise includes a computer generated visual of a fire scene scenario. The Fire Simulator Operator will keep track of time throughout the exercise. Please write all notes about the candidate's performance, behavior, and responses in this packet, utilizing the check list as you deem appropriate.

Candidates will be given a pre-incident information packet in the preparation room and allowed ten (10) minutes to review the information and make any preparations they wish prior to entering the exercise room. Candidates will be allowed to bring all instructions, materials, and notes they make into the exercise room, and keep and use them throughout the exercise. Upon entering the exercise room, candidates will be introduced to the assessors, and given one (1) minute to acclimate themselves to their surroundings and prepare to begin the exercise. They are also allowed to ask any clarification questions at this time. If the information requested is not available, the Simulator Operator will respond by saying: "That information is not available."

When the one (1) minute is up, or when the candidate is ready to begin, the Simulator Operator will begin the exercise with a simulated dispatch.

ASSESSOR NOTES & OBSERVATIONS

E 23

CHANGE CONDITIONS

ARRIVAL

E 25

ASS CAPITAL CLOUD / TAC CHAMBER / 360
10 MIN - BCU 23 AND LINE
(SECA)

2 STRAY TRAP
S/F D SIDE

VE 27

RIC - 360 - SOFTEN / UTL
RSQ COMP → C SIDE

INITIATE OFF

VT 21

↑ VENT - ROOF REPORT
(SECA)

H 20
2nd AZALUM

B 21

INITIATE FA

MED

ASS CLOUD

VE 24

DIV 2 - E 23, E 25 10/CAN/EXT

D SIDE ACCESS

VE 22

RIC - LADDER / UTL
LSQ ASST - LADDER C SIDE

FOUL ?

VE 11

ADDITIONAL

B 11
2nd AZALUM

E 12

UPD

E 31

2 IL 7

T 37

INVEST

A 29

POTE

B 31

MED CROSS

BC CALLBACK

2 AND MEDICS

SUPERVISOR

TC

RSQ - RIC INTO RSQ COMP
FOUND VICTIMS

DIV 2 -

ROOF DIV -

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
A. DID CANDIDATE ACCURATELY ASSESS THE SITUATION IN TERMS OF:		
1. Resources needed	✓	
2. Potential Hazards	✓	
3. Probabilities and possibilities	✓	
B. FIRE GROUND INCIDENT COMMAND		
1. Assumed command of incident	✓	
2. Provided incident size-up	✓	
3. Identified Alpha-side (on address side of building)	✓	
4. Established and named command post		✓
5. Located command post appropriately		✓
6. Established and identified location of staging area		✓
7. Established incident command system	✓	
8. Managed and organized scene appropriately (divisions, groups, etc.)	✓	
9. Requested additional resources (in a timely manner)	✓	
10. Utilized resources effectively	✓	
11. Conveyed conditions as they changed	✓	
C. TACTICS AND STRATEGY		
1. Identified Command Mode (Offensive, Defensive or Combination)	✓	
2. Redirected or reassigned initial resources	✓	
3. Addressed water supply	✓	
4. Attacked the fire	✓	
5. Addressed two in-two out		✓
6. Addressed RIC	✓	
7. Addressed safety		✓
8. Secured utilities	✓	
9. Addressed primary search	✓	
10. Addressed secondary search		✓
11. Addressed ventilation	✓	
12. Addressed exposure protection		✓

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
D. COMMUNICATIONS		
1. Gave clear and concise orders	✓	
2. Maintained incident communications	✓	
3. Managed incident communications effectively	✓	
4. Addressed personnel accountability		✓
5. Followed-up on assignments given	✓	
E. GENERAL		
1. Did candidate address search/rescue and evacuation?	✓	
2. Did candidate address on-scene medical concerns?		✓
3. Did candidate address crew rehab?		✓
4. Did candidate request law enforcement for traffic/crowd control?	✓	
5. Did candidate contact/request the following resources:		
Ambulance(s)	✓	
Utilities	✓	
Safety Officer		✓
Fire Investigators	✓	
PIO		✓
F. CAN REPORT		
1. Identified incident objectives	✓	
2. Accurately described resources on scene and current assignments	✓	
3. Provided a report on conditions, actions, and needs	✓	
4. Accurately described resources ordered and on the way (if any)	✓	
5. Provided an update on crews' status and condition		✓

A

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

FOLLOW-UP QUESTIONS

Assessors will ask the following questions to each candidate after the simulation is completed. The question and answer session may last no more than **ten (10) minutes**.

- What were your incident priorities for this scenario?

LIFE SAFETY
INCIDENT STABILIZATION
PROP CONSERVATION

- What were your tactical objectives for this scenario?

1. PRIMARY SEARCH
2. CONTAIN/EXT
3. UTL

- How did your resource deployment support your tactical objectives?

DIV 2 - HOSELINE, SEARCH SAFETY - MEDICS
ROOF DIV - OPEN UP AREA A
RIC -

- As the incident commander, what would you have done had a firefighter gone down with an injury while fighting fire during the scenario you just addressed?

RUCAN TRAPPED / EXTRACTED
RESPOND OWN 2ND ALARM
RIC - BACKFILL MEDIC / SUPERVISOR

- Additional Questions?

RIC DIV -
JOINT OPS -

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDELINES

1. Candidate responses will earn ratings of *Superior* and *Very Good* by:
 - Displaying a thorough understanding of fire ground tactics, strategy, and incident operations.
 - Exhibiting an awareness of the availability of resources, and directing firefighting and emergency scene activities in a safe, effective and efficient manner.
 - Considering all aspects of the situation in order to minimize loss and eliminate risks.
 - Demonstrating the ability to apply department SOPs and implement sound operational practices to resolve the incident effectively.
 - Exhibiting highly-developed communication skills (both verbal and written).

2. The differences between the rating categories can best be described as follows:
 - The Superior rating indicates a complete mastery over all aspects of the target dimension.
 - The Very Good rating indicates a certain degree of mastery over all aspects of the target dimension; i.e., the candidate missed some points that would have otherwise indicated a complete mastery of the dimension.
 - The Above Adequate rating indicates areas of strength in several aspects of the target dimension, but also indicates a need for some continued development in order to achieve mastery.
 - The Adequate rating indicates the minimally acceptable competency level for the target dimension; i.e., the candidate possessed the necessary minimum skill or ability level for the Captain rank in the target dimension.
 - The Needs Improvement rating indicates several key deficiencies and the need for further development in order to reach minimum competency in the target dimension.
 - The Poor rating indicates a significant deficiency in the target dimension; i.e., the candidate's responses are completely deficient in terms of the skills and abilities required to perform successfully at the Captain rank.

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

RATING FORM

INSTRUCTIONS: CIRCLE THE NUMERICAL RATING WHICH BEST REPRESENTS OBSERVED BEHAVIOR/PERFORMANCE FOR EACH DIMENSION.

	Poor	Needs Improvement	Adequate	Above Adequate	Very Good	Superior
Supervisory Leadership	50...55	60...65	70...75	80...85	90...95	100
Problem Solving/ Decision Making	50...55	60...65	70...75	80...85	90...95	100
Organizational Skills	50...55	60...65	70...75	80...85	90...95	100
Fire/Emerg Scene Management	50...55	60...65	70...75	80...85	90...95	100
Oral Communication	50...55	60...65	70...75	80...85	90...95	100
Written Communication	50...55	60...65	70...75	80...85	90...95	100

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING PACKET

Candidate Name: Matt McWhorter

Assessor Name: John Sturice Date: 10-27-15

Assessor Instructions:

This exercise includes a computer generated visual of a fire scene scenario. The Fire Simulator Operator will keep track of time throughout the exercise. Please write all notes about the candidate's performance, behavior, and responses in this packet, utilizing the check list as you deem appropriate.

Candidates will be given a pre-incident information packet in the preparation room and allowed ten (10) minutes to review the information and make any preparations they wish prior to entering the exercise room. Candidates will be allowed to bring all instructions, materials, and notes they make into the exercise room, and keep and use them throughout the exercise. Upon entering the exercise room, candidates will be introduced to the assessors, and given one (1) minute to acclimate themselves to their surroundings and prepare to begin the exercise. They are also allowed to ask any clarification questions at this time. If the information requested is not available, the Simulator Operator will respond by saying: **"That information is not available."**

When the one (1) minute is up, or when the candidate is ready to begin, the Simulator Operator will begin the exercise with a simulated dispatch.

ASSESSOR NOTES & OBSERVATIONS

Matt McWhorter

At approximately 1000 hours Engine 23 was dispatched to 2001 Capital St for a reported structure fire. While en route we were notified by dispatch that they were receiving several calls. Upon arrival we found a 2 story Taxpayer with smoke and flames coming from the Delta side on the second story. Engine 23 had a hydrant across the street. Engine 23 initiated an offensive fire attack, struck a second alarm, made a 360, and passed command. Upon my arrival on Engine 25 I assumed Capital st command. The balance of my crew established 2 out. I requested a tac channel, started the 10 minute timer and named my command post location.

At that time the third due engine arrived and established RIC division. Their tactical objectives were to secure utilities, get a 360 of the building, and door control. I then bumped up the 2 out group (Engine 25) to back up fire attack. Upon truck 21 arrival they were made roof division and their tactical objectives were to give me a roof report and complete vertical ventilation. Engine 24 arrived on scene and I made them division 2. They had their crew, engine 23, and the balance of my crew working for them. Their tactical objectives were to perform a primary search, contain the fire and check for extension.

As the fire was progressing I was notified by the RIC group (Engine 27) that there was possibly two children trapped on the second floor. At that time I notified division 2 and then made the RIC group a Rescue group. Their tactical objectives were to head the second story and perform a primary search for the two missing children. I then backfilled the RIC group with Engine 22 and confirmed their tactical objectives. At that time I was notified by division 2 they had located the 2 victims and they were on the C side landing. I had the RIC group report that side and throw a ladder for egress as well as the rescue group help tend to patient care. At that time Battalion 21 arrived and assumed command Capital st command. Battalion 21 was informed of all incident priorities and who we had in each division. I notified him that we just made a rescue of two children and they were being tended to as we speak. There is also a third alarm enroute as well as redcross, pg&e, and a fire investigator. At this time the cause and origin of this fire is undetermined. Please refer to 21110 fire investigation report for any further information.

3rd Alarm
medic SUP
Edd Amb

2nd Alarm
AD FIU EIL7
ALIC AC call back
Red Cross Street

E23 Good size WP off shot E24 DIV II
MED FA E23/625 PS
Assoc l PAR/CAN Cont / Cont

E22 RIC ladder
with soft

E25 Assume command TAC
make command 360
Back Eng 23 7th line

Att 11

E27 RIC 360 Soften BSC 11

with

Rescue Group / Primary
to L side Per P+Care

T21 Roof DIV VU

Medic

AD 2/12

1st Roof DIV

Notice change is 6-8.

~~was~~ NO Medical Group

OR using the medic

Transfer of command was

confusing I did not

address fire conditions

NO exposure by crews

did not talk about what

the crews or scene were doing

at least some

RIC was a Division

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
A. DID CANDIDATE ACCURATELY ASSESS THE SITUATION IN TERMS OF:		
1. Resources needed	✓	
2. Potential Hazards	✓	
3. Probabilities and possibilities	✓	
B. FIRE GROUND INCIDENT COMMAND		
1. Assumed command of incident	✓	
2. Provided incident size-up	✓	
3. Identified Alpha-side (on address side of building)	✓	
4. Established and named command post		✓
5. Located command post appropriately		✓
6. Established and identified location of staging area		✓
7. Established incident command system	✓	
8. Managed and organized scene appropriately (divisions, groups, etc.)	✓	
9. Requested additional resources (in a timely manner)	✓	
10. Utilized resources effectively		✓
11. Conveyed conditions as they changed	✓	
C. TACTICS AND STRATEGY		
1. Identified Command Mode (Offensive, Defensive or Combination)	✓	
2. Redirected or reassigned initial resources	✓	
3. Addressed water supply	✓	
4. Attacked the fire	✓	
5. Addressed two in-two out		✓
6. Addressed RIC	✓	
7. Addressed safety	✓	
8. Secured utilities	✓	
9. Addressed primary search	✓	
10. Addressed secondary search		✓
11. Addressed ventilation		
12. Addressed exposure protection	✓	
		✓

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
D. COMMUNICATIONS		
1. Gave clear and concise orders	✓	
2. Maintained incident communications	✓	
3. Managed incident communications effectively	✓	
4. Addressed personnel accountability <i>NO TWO</i>		✓
5. Followed-up on assignments given		
E. GENERAL		
1. Did candidate address search/rescue and evacuation?	✓	
2. Did candidate address on-scene medical concerns? <i>Never used the medic</i>		✓
3. Did candidate address crew rehab?		✓
4. Did candidate request law enforcement for traffic/crowd control?	✓	
5. Did candidate contact/request the following resources:		
Ambulance(s)	✓	
Utilities	✓	
Safety Officer		
Fire Investigators		✓
PIO	✓	
		✓
F. CAN REPORT		
1. Identified incident objectives	✓	
2. Accurately described resources on scene and current assignments		✓
3. Provided a report on conditions, actions, and needs		✓
4. Accurately described resources ordered and on the way (if any)	✓	
5. Provided an update on crews' status and condition		✓
<i>see notes</i>		

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

FOLLOW-UP QUESTIONS

Assessors will ask the following questions to each candidate after the simulation is completed. The question and answer session may last no more than **ten (10) minutes**.

- What were your incident priorities for this scenario?

Life Safety / prop. Incident Stab / Property Conservation
Then Reattach

- What were your tactical objectives for this scenario?

Primary Search, Check EYEL, Control the fire, 360
search with.

- How did your resource deployment support your tactical objectives?

DIV II null attack
Room D side / search / primary Control the fire
Back Roll VV
RIC Rescue of

- As the incident commander, what would you have done had a firefighter gone down with an injury while fighting fire during the scenario you just addressed?

NUEAD, Deploy RIC Back Roll RIC additional Alarm
Ambulance for him

- Additional Questions?

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDELINES

1. Candidate responses will earn ratings of *Superior* and *Very Good* by:
 - Displaying a thorough understanding of fire ground tactics, strategy, and incident operations.
 - Exhibiting an awareness of the availability of resources, and directing firefighting and emergency scene activities in a safe, effective and efficient manner.
 - Considering all aspects of the situation in order to minimize loss and eliminate risks.
 - Demonstrating the ability to apply department SOPs and implement sound operational practices to resolve the incident effectively.
 - Exhibiting highly-developed communication skills (both verbal and written).

2. The differences between the rating categories can best be described as follows:
 - The Superior rating indicates a complete mastery over all aspects of the target dimension.
 - The Very Good rating indicates a certain degree of mastery over all aspects of the target dimension; i.e., the candidate missed some points that would have otherwise indicated a complete mastery of the dimension.
 - The Above Adequate rating indicates areas of strength in several aspects of the target dimension, but also indicates a need for some continued development in order to achieve mastery.
 - The Adequate rating indicates the minimally acceptable competency level for the target dimension; i.e., the candidate possessed the necessary minimum skill or ability level for the Captain rank in the target dimension.
 - The Needs Improvement rating indicates several key deficiencies and the need for further development in order to reach minimum competency in the target dimension.
 - The Poor rating indicates a significant deficiency in the target dimension; i.e., the candidate's responses are completely deficient in terms of the skills and abilities required to perform successfully at the Captain rank.

VALLEJO FIRE DEPARTMENT
 2015 FIRE CAPTAIN ASSESSMENT PROCESS
 INCIDENT COMMAND EXERCISE

RATING FORM

INSTRUCTIONS: CIRCLE THE NUMERICAL RATING WHICH BEST REPRESENTS OBSERVED BEHAVIOR/PERFORMANCE FOR EACH DIMENSION.

	Poor	Needs Improvement	Adequate	Above Adequate	Very Good	Superior
Supervisory Leadership	50....55	60...65	70....75	80....85	90....95	100
Problem Solving/ Decision Making	50....55	60...65	70....75	80....85	90....95	100
Organizational Skills	50....55	60...65	70....75	80....85	90....95	100
Fire/Emerg Scene Management	50....55	60...65	70....75	80....85	90....95	100
Oral Communication	50....55	60...65	70....75	80....85	90....95	100
Written Communication	50....55	60....65	70...75	80....85	90....95	100

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

CONSENSUS FORM

Candidate Name: MARK LIBBY

Assessor #1: RANDALL HEW

Assessor #2: JOHN STURDEE

	Assessor #1	Assessor #2		Average Rating
Supervisory Leadership	60	60		
Problem Solving/ Decision Making	55	55		
Organizational Skills	60	60		
Fire/Emergency Scene Management	55	60		
Oral Communication	60	70		
Written Communication	70	70		

Overall Comments for Feedback:

- CANDIDATE WAS VERY SLOW IN MAKING ASSIGNMENT AND RUNNING THE INCIDENT.
- CANDIDATE DID NOT REQUEST ANY SUPPLEMENTAL RESOURCES.
- CANDIDATE DID NOT UTILIZE ALL RESOURCES ON SCENE.
-

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING PACKET

Candidate Name: MARK LIBBY

Assessor Name: RANDALL HEW Date: 10/27/15

Assessor Instructions:

This exercise includes a computer generated visual of a fire scene scenario. The Fire Simulator Operator will keep track of time throughout the exercise. Please write all notes about the candidate's performance, behavior, and responses in this packet, utilizing the check list as you deem appropriate.

Candidates will be given a pre-incident information packet in the preparation room and allowed ten (10) minutes to review the information and make any preparations they wish prior to entering the exercise room. Candidates will be allowed to bring all instructions, materials, and notes they make into the exercise room, and keep and use them throughout the exercise. Upon entering the exercise room, candidates will be introduced to the assessors, and given one (1) minute to acclimate themselves to their surroundings and prepare to begin the exercise. They are also allowed to ask any clarification questions at this time. If the information requested is not available, the Simulator Operator will respond by saying: "*That information is not available.*"

When the one (1) minute is up, or when the candidate is ready to begin, the Simulator Operator will begin the exercise with a simulated dispatch.

ASSESSOR NOTES & OBSERVATIONS

E23	FA	ARRIVAL
E25	2nd ALARM JOLT - DOOR CONTROL 2nd HOSE LINE 300 - CAPPED END CP A/B	F - 2 STORY ^{TAPPAY}
VE27	RIC - 300 - LADDER - FLOW PATH "B" UTL	P - OPEN BUSINESS
VT21	↑ VENT - COORDINATE E FA ROOF REPORT	O - I E E ALARM
B21		D - ACT OFF FIRE
MEDIC		P - FA / HYDRANT
VE24	ATTACH LINE - DIV 2 - PRIMARY	2 STORY WOOD FR
VE22	VICTIMS ON CHARLIE SIDE R/S	FIRE - WINDOW 20
VE11		25% EFP ATTIC/ OFF
B11		H20 - CAL/CAP LEVEL II STAGING
E12		NO CAB OR CP ANNOUNCEMENT
E31	TC	<u>ADDITIONAL</u>
T37	2 VICTIMS	Jolt Bump UP
A29	2nd FLOOR - "C" RIC TO ASST	
B31	ALL CLEAR WEEDED DIV 1 TRUCK ON ROOF RIC - E27 - BACKFILL Φ REBOUNCE REQUEST E22, E11 LVL I STAGING	

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
A. DID CANDIDATE ACCURATELY ASSESS THE SITUATION IN TERMS OF:		
1. Resources needed	✓	
2. Potential Hazards	✓	
3. Probabilities and possibilities	✓	
B. FIRE GROUND INCIDENT COMMAND		
1. Assumed command of incident	✓	
2. Provided incident size-up	✓	
3. Identified Alpha-side (on address side of building)	✓	
4. Established and named command post	✓	
5. Located command post appropriately	✓	
6. Established and identified location of staging area	✓	
7. Established incident command system	✓	
8. Managed and organized scene appropriately (divisions, groups, etc.)	✓	
9. Requested additional resources (in a timely manner)		✓
10. Utilized resources effectively		✓
11. Conveyed conditions as they changed	✓	
C. TACTICS AND STRATEGY		
1. Identified Command Mode (Offensive, Defensive or Combination)	✓	
2. Redirected or reassigned initial resources	✓	
3. Addressed water supply	✓	
4. Attacked the fire	✓	
5. Addressed two in-two out	✓	
6. Addressed RIC	✓	
7. Addressed safety		✓
8. Secured utilities	✓	
9. Addressed primary search	✓	
10. Addressed secondary search		✓
11. Addressed ventilation	✓	
12. Addressed exposure protection	✓	

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
D. COMMUNICATIONS		
1. Gave clear and concise orders		✓
2. Maintained incident communications	✓	
3. Managed incident communications effectively		✓
4. Addressed personnel accountability		✓
5. Followed-up on assignments given		✓
E. GENERAL		
1. Did candidate address search/rescue and evacuation?	✓	
2. Did candidate address on-scene medical concerns?		✓
3. Did candidate address crew rehab?		✓
4. Did candidate request law enforcement for traffic/crowd control?		✓
5. Did candidate contact/request the following resources:		
Ambulance(s)	✓	
Utilities		✓
Safety Officer		✓
Fire Investigators		✓
PIO		✓
F. CAN REPORT		
1. Identified incident objectives		✓
2. Accurately described resources on scene and current assignments	✓	
3. Provided a report on conditions, actions, and needs		✓
4. Accurately described resources ordered and on the way (if any)		✓
5. Provided an update on crews' status and condition		✓

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

FOLLOW-UP QUESTIONS

Assessors will ask the following questions to each candidate after the simulation is completed. The question and answer session may last no more than **ten (10) minutes**.

- What were your incident priorities for this scenario?

FIRE ATTACK
PRIMARY SEARCH
VENT
1ST FLOOR SEARCH

- What were your tactical objectives for this scenario?

1. INITIATE FA LOCATE / CONFINE
2. VENT
3. SEARCH - DIV 1 + EXT

- How did your resource deployment support your tactical objectives?

2ND OUT CREW TO ASSIST E FA
BACKING UP FA
GET PEOPLE TO 2ND FLOOR

2ND ALARM
EARLIER

- As the incident commander, what would you have done had a firefighter gone down with an injury while fighting fire during the scenario you just addressed?

RIC
CLEAR ALL EMERGENCY TRAFFIC
NUCAN - EXPLAINED
CONTINUE FA

INJURY DETAILS
KEEP FF CALM
AMBULANCE

- Additional Questions?

2117
211 MEDICS

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDELINES

1. Candidate responses will earn ratings of *Superior* and *Very Good* by:
 - Displaying a thorough understanding of fire ground tactics, strategy, and incident operations.
 - Exhibiting an awareness of the availability of resources, and directing firefighting and emergency scene activities in a safe, effective and efficient manner.
 - Considering all aspects of the situation in order to minimize loss and eliminate risks.
 - Demonstrating the ability to apply department SOPs and implement sound operational practices to resolve the incident effectively.
 - Exhibiting highly-developed communication skills (both verbal and written).

2. The differences between the rating categories can best be described as follows:
 - The Superior rating indicates a complete mastery over all aspects of the target dimension.
 - The Very Good rating indicates a certain degree of mastery over all aspects of the target dimension; i.e., the candidate missed some points that would have otherwise indicated a complete mastery of the dimension.
 - The Above Adequate rating indicates areas of strength in several aspects of the target dimension, but also indicates a need for some continued development in order to achieve mastery.
 - The Adequate rating indicates the minimally acceptable competency level for the target dimension; i.e., the candidate possessed the necessary minimum skill or ability level for the Captain rank in the target dimension.
 - The Needs Improvement rating indicates several key deficiencies and the need for further development in order to reach minimum competency in the target dimension.
 - The Poor rating indicates a significant deficiency in the target dimension; i.e., the candidate's responses are completely deficient in terms of the skills and abilities required to perform successfully at the Captain rank.

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

RATING FORM

INSTRUCTIONS: CIRCLE THE NUMERICAL RATING WHICH BEST REPRESENTS OBSERVED BEHAVIOR/PERFORMANCE FOR EACH DIMENSION.

	Poor	Needs Improvement	Adequate	Above Adequate	Very Good	Superior
Supervisory Leadership	50...55	60...65	70...75	80...85	90...95	100
Problem Solving/ Decision Making	50...55	60...65	70...75	80...85	90...95	100
Organizational Skills	50...55	60...65	70...75	80...85	90...95	100
Fire/Emerg Scene Management	50...55	60...65	70...75	80...85	90...95	100
Oral Communication	50...55	60...65	70...75	80...85	90...95	100
Written Communication	50...55	60...65	70...75	80...85	90...95	100

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING PACKET

Candidate Name: Mark Libby

Assessor Name: Jim St. Lee Date: 10/27/15

Assessor Instructions:

This exercise includes a computer generated visual of a fire scene scenario. The Fire Simulator Operator will keep track of time throughout the exercise. Please write all notes about the candidate's performance, behavior, and responses in this packet, utilizing the check list as you deem appropriate.

Candidates will be given a pre-incident information packet in the preparation room and allowed ten (10) minutes to review the information and make any preparations they wish prior to entering the exercise room. Candidates will be allowed to bring all instructions, materials, and notes they make into the exercise room, and keep and use them throughout the exercise. Upon entering the exercise room, candidates will be introduced to the assessors, and given one (1) minute to acclimate themselves to their surroundings and prepare to begin the exercise. They are also allowed to ask any clarification questions at this time. If the information requested is not available, the Simulator Operator will respond by saying: "*That information is not available.*"

When the one (1) minute is up, or when the candidate is ready to begin, the Simulator Operator will begin the exercise with a simulated dispatch.

ASSESSOR NOTES & OBSERVATIONS

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
A. DID CANDIDATE ACCURATELY ASSESS THE SITUATION IN TERMS OF:		
1. Resources needed	✓	
2. Potential Hazards	✓	
3. Probabilities and possibilities	✓	
B. FIRE GROUND INCIDENT COMMAND		
1. Assumed command of incident <i>Yes but late</i>	✓	
2. Provided incident size-up	✓	
3. Identified Alpha-side (on address side of building)	✓	
4. Established and named command post <i>Yes but</i>	✓	
5. Located command post appropriately		✓
6. Established and identified location of staging area	✓	
7. Established incident command system	✓	
8. Managed and organized scene appropriately (divisions, groups, etc.)	✓	
9. Requested additional resources (in a timely manner)		✓
10. Utilized resources effectively <i>Left too many units in Staging</i>		✓
11. Conveyed conditions as they changed <i>Yes but late</i>	✓	
C. TACTICS AND STRATEGY		
1. Identified Command Mode (Offensive, Defensive or Combination)	✓	
2. Redirected or reassigned initial resources	✓	
3. Addressed water supply	✓	
4. Attacked the fire	✓	
5. Addressed two in-two out	✓	
6. Addressed RIC	✓	
7. Addressed safety		✓
8. Secured utilities	✓	
9. Addressed primary search	✓	
10. Addressed secondary search		✓
11. Addressed ventilation	✓	
12. Addressed exposure protection		✓

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDE

<u>RATING CRITERIA</u>	<u>YES</u>	<u>NO</u>
D. COMMUNICATIONS		
1. Gave clear and concise orders <i>or 2nd time confusing</i>		✓
2. Maintained incident communications <i>NO CAN'S</i>		✓
3. Managed incident communications effectively	✓	
4. Addressed personnel accountability <i>NO PAGES</i>		✓
5. Followed-up on assignments given <i>NO CALLS</i>		✓
E. GENERAL		
1. Did candidate address search/rescue and evacuation? <i>DIU I only</i>	✓	
2. Did candidate address on-scene medical concerns? <i>NO</i>		✓
3. Did candidate address crew rehab?		✓
4. Did candidate request law enforcement for traffic/crowd control?		✓
5. Did candidate contact/request the following resources:		
Ambulance(s)		✓
Utilities		✓
Safety Officer		✓
Fire Investigators		✓
PIO		✓
F. CAN REPORT		
1. Identified incident objectives	✓	
2. Accurately described resources on scene and current assignments	✓	
3. Provided a report on conditions, actions, and needs	✓	
4. Accurately described resources ordered and on the way (if any)		✓
5. Provided an update on crews' status and condition		✓

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

FOLLOW-UP QUESTIONS

Assessors will ask the following questions to each candidate after the simulation is completed. The question and answer session may last no more than **ten (10) minutes**.

- What were your incident priorities for this scenario? *PA, RV and Gas, UV position
also good for UV's & equipment*
- What were your tactical objectives for this scenario? *PA, make co-line with gas A,
UV, make up PA, make first floor*
- How did your resource deployment support your tactical objectives? *Have fire to the
fire, make up fire attack to increase to a PAR of 5 H2O*
- As the incident commander, what would you have done had a firefighter gone down with an injury while fighting fire during the scenario you just addressed?
*R.I.C. clear AVI traffic, NULAN report continue the fire
fight get more in R2, keep the FF calm 2nd A-6 &
SUP
3 and total*
- Additional Questions?

FPODP

2nd Alarm
Stage cover II

E27 FPODP Good since exp like E24 FA DIV II

FA HQ 25% Exposure ✓ PS

0.1 attack

E25

E22

Stage 1 when not

212 Door Control (2/10.10 to assist FA)

Use them??

Use command & end line

360

1.3 the issue command?? Am H

Original when not use

Can command become 4/10.10 ^{partail} into

Phase??

(E2) R2C

R211

See system / Flow Path

Enter with

Ric to Rescuer

Skw very thoughtful full line

it full like he was over the

Good use of life to help full rise

Note the change in condition also

later, did not meet all the criteria

because of how skw he was.

Transfer of command

in vics via E2

R211 is now Rescuer ^{with} back R211

FA still had a search on the

177 on Road long 77 P46 but

needs back full no additional Request

T21 Road VV

Radio

never addressed the

. 112

11 112 112 112

Mark Libby

A first alarm assignment of E-23, E-25, E-24 and Truck 21 responded to 2001 Capital Street for a reported structure fire at 1000 hours on October 27, 2015. Upon Engine 23's arrival an initial report was given describing a two story building at the corner of Capital and California St. The building is occupied by a business on the first floor and a single family apartment on the second floor. Engine 23 described smoke and flames showing from a second story window, established a water supply on California St and initiated fire attack to the second story from California St.

Engine 25 arrived and assumed command and 2-out per protocol. Truck 21 arrived and was given the command for vertical ventilation coordinated with fire attack. Engine 27 assumed RIC responsibilities of securing the utilities, opening any doors or windows that may be needed for means of egress while controlling the flow path fire. RIC was also given the assignment by command visualize all sides of the structure and set-up a secondary ladder for means of egress for the ventilation group or possible rescue.

Engine 23 reported to command they were experiencing heavy fire and a change in fire conditions was noted from the exterior. Fire was now showing from two second story windows on the A (Capital St) and D (California St) sides of the building. Command notified E-24 to extend an attack line to the second floor to back-up fire attack and initiate a primary search. They were now designated Division 2 with a total of 5 personnel. Engine 23 reported finding occupants on the second floor and was bringing them to a balcony on the C (East side) of the building. Command deployed the RIC unit (E-27) to assist with the rescue/removal of all occupants from the second story from the stairs and balcony located at the Northeast corner of the building.

-End of Incident Command Exercise-

VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

ASSESSOR RATING GUIDELINES

1. Candidate responses will earn ratings of *Superior* and *Very Good* by:
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VALLEJO FIRE DEPARTMENT
2015 FIRE CAPTAIN ASSESSMENT PROCESS
INCIDENT COMMAND EXERCISE

RATING FORM

INSTRUCTIONS: CIRCLE THE NUMERICAL RATING WHICH BEST REPRESENTS OBSERVED BEHAVIOR/PERFORMANCE FOR EACH DIMENSION.

	Poor	Needs Improvement	Adequate	Above Adequate	Very Good	Superior
Supervisory Leadership	50...55	60...65	70...75	80...85	90...95	100
Problem Solving/ Decision Making	50...55 <i>so slow</i>	60...65	70...75	80...85	90...95	100
Organizational Skills	50...55	60...65	70...75	80...85	90...95	100
Fire/Emerg Scene Management	50...55 <i>Just to slow left unit unassigned</i>	60...65	70...75	80...85	90...95	100
Oral Communication	50...55	60...65	70...75	80...85	90...95	100
Written Communication	50...55	60...65	70...75	80...85	90...95	100

Mark Libby

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-End of Incident Command Exercise-

Fire Captain- Assessment Center Examination
Phone Call Documentation

Call w/ BC Blake Lawson, Assessor for Written Presentation Exercise

11/4/15- At approximately 2:30PM, Human Resources contacted BC Blake Lawson from American Canyon Fire about the protest item. BC Lawson was one of the assessors for the Fire Captain Written Presentation Exercise. Human Resources notified BC Lawson we received a protest from a candidate alleging assessor BC Duggan from San Ramon Fire, was nodding during this exercise. BC Lawson response was, "I was too busy focusing on the candidate. I don't recall any head bobbing. BC Lawson says, "BC Duggan was engaged in their discussion regarding why he scored a candidate a certain way."

Call w/ BC Randall Hien, Assessor for Incident Command Exercise

11/12/15- At approximately 4:00PM, Human Resources spoke to BC Hien regarding the protest items for two of the candidates (Libby and McWhorter). HR Analyst Tilley informed BC Hien we received a protest from candidate (McWhorter) regarding the inconsistency of the assessor's answers and notes for Incident Command exercise. BC Hien confirmed the score given for McWhorter. When HR Analyst Tilley asked what does "2 out?" mean, as this comment was noted on Hien's note sheet. BC Hien stated, "I made notes and comments to myself to remind myself what to look for." The score on the consensus form is the final score.

HR Analyst Tilley asked BC Hien if he could recall the candidate (Libby). HR Analyst Tilley notified Hien a candidate filed a protest alleging that he verbalized all aspects of the Incident Command exercise. Hien's says, "As I can recall, Libby did not do well on the exercise." Libby was not able to keep the command tempo and was slow in responding". Hien confirmed the scores on the consensus form.

Call w/ BC Duggan, Assessor for Incident Command Exercise

11/13/15- HR Analyst Tilley contacted BC Duggan to ask if he nodded off or fell asleep during any of the examinations. BC Duggan said, "No, I did not nod off nor fall asleep during the exam. I take the testing process very seriously." BC Duggan was able to recall the candidate and his performance. Duggan confirmed the scores on the consensus form.

Call w/ BC John Sturdee, Assessor for Incident Command Exercise

11/13/15- At approximately 12:30PM, Human Resources contacted BC John Sturdee from Fairfield Fire Station about the protest item filed by the candidate (Libby). BC Sturdee was able to recall Libby. BC Sturdee said, "Libby did not do well", and he confirmed the score on the consensus form.

BC Sturdee was also able to recall McWhorter. BC Sturdee says, "I do not remember the candidate doing that well." Sturdee said, "he wrote notes, questions and comments to remind himself to look for the following specific actions, and wrote notes when the candidate did not get the correct answer or missed something." Sturdee confirmed the scores on the consensus form.

AGREEMENT BETWEEN

CITY OF VALLEJO

AND

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – LOCAL 1186

MARCH 25, 2010 – JUNE 30, 2012

H. When a vacancy occurs within a classification, such vacancy shall be posted at each station, Fire Prevention Division and Training Division for a period of at least fourteen (14) calendar days. Any employee qualified for the vacant position and who wishes to fill such vacancy shall submit a written request to the Fire Chief's Office prior to the close of business (5:00 p.m.) on the last day of posting.

1. Any employee on annual leave, sick leave, compensatory leave, holiday leave, maternity leave or 4850 leave for the entire posting period shall be notified by the Fire Chief's Office by certified mail of such vacancy and afforded the opportunity to submit a written request during the posting period to fill the vacant position upon his/her return to duty.
2. In the event that the Fire Chief's Office is unable to contact an individual on leave during the entire posting period, such position shall be filled conditionally by members who have submitted requests, until all employees who were unable to be reached have been afforded the opportunity to submit a request to fill the vacant position.
3. Station vacancies unfilled at first posting shall remain open and available on a first come basis thereafter.
 - (a) Temporary transfers to unfilled station vacancies shall be allowed within an employee's regularly assigned shift and such transfers shall last a minimum of three (3) months.

I. Seniority and Veteran's Preference points shall be eliminated from final scoring in promotional exams certified by Civil Service Commission after November 17, 1992; provided, however, that seniority shall continue to be considered as a criterion pursuant to Charter Section 803(b).

J. When a temporary vacancy or absence occurs in a Firefighter/Engineer, Fire Captain, Battalion Chief classification assigned to the Fire Suppression Division, the vacancy shall be filled in the following order:

1. A vacancy for a shift or a fraction thereof, to and including fifteen (15) shifts, shall be filled utilizing the overtime or acting provisions of the Agreement.
2. Prior to the fifteenth (15th) shift, the vacancy shall be posted for a temporary assignment and/or subsequent limited appointment.
3. When all temporary assignments are made, the position, which remains vacant, shall be filled by a limited appointment from the

RULE 12**REPORT OF EXAMINATION AND PROTESTS****12.1 Inspection of Questions**

During the seven (7) working days after a written test has been administered, any candidate may inspect a copy of the question booklet and the answer key at the offices of the office of the Director of Human Resources. If the test is used on a continuous testing basis, is a standardized test, is a copyrighted test or obtained from another jurisdiction or from a testing agency where a contractual provision requires that the test materials be kept confidential, then candidates shall not be permitted to review the test or question booklet. During this period of inspection, he/she may file in writing a protest against any part of the written test, citing the question or questions against which the protest is directed and his/her reasons for protesting. During the inspection of the booklet, candidates shall not be allowed to copy any of the test questions, except to the extent necessary to file a protest.

(Rule 12.1 amended by Civil Service Commission on 12/10/07, and approved by City Council on 09/16/08, Res. No. 08-154 N.C.)

12.2 Review of Protests

Upon receipt of such protests a review of the protested questions shall be made by the Executive Secretary and a report thereon submitted to the Commission. All protests against any part of the written test shall be finally passed upon by the Commission, and any errors, improprieties, or ambiguities disclosed shall be corrected. After its necessary and proper corrections have been made, the answer key, as corrected, shall become the basis for a scoring key upon which all the candidates' papers are finally scored. Thereafter candidates shall not be entitled to protest against the written test except on the grounds of fraud or of specific error in the application of the scoring key in the scoring of their papers.

12.3 Inspection of Scored Answers

After all parts of an examination have been completed and scored, the candidates shall be allowed a period of five (5) working days during which they may inspect their scored answer sheets and any rating forms which they have been rated during any part of the examination. The candidates shall be notified immediately of their tentative weighted average scores and the five working days during which they make such inspection. During this inspection, candidates shall not be allowed to copy any of the test questions or rating forms used in an examination. If the candidate believes error has been made in the application of the written test scoring key in the scoring of his/her papers or in the rating given on any part of the examination, he/she may, during this five (5) working day period make a protest in writing, stating specifically where he/she believes error has been made, provided, however, that no protest may be made against the previously approved written test. No protest may be made after the five (5) working day period except as provided in Rule 12.5.

12.4 Report of Examination

Upon receipt of written requests for rescoring or rerating a review of the protests shall be made by the Executive Secretary and a report thereon submitted to the Commission. After all such protests have been finally passed upon by the Commission and any errors have been corrected, the names of the candidates shall be arranged in the order of the correct total weighted average scores, including seniority credit, with the highest first. This list shall be adopted by the Commission as the report of examination. Lists resulting from examinations against which no protests have been filed may upon conclusion of the time period provided for in Rule 12.3 be promulgated by the Executive Secretary subject to the approval of the Commission at its next regular meeting.

12.5 Clerical Errors

Any clerical errors made in the computing or assembling of the scores or in the reporting of the examination results to the Commission may be corrected at any time during the period that names on said Report of Examination shall appear on the Register of Eligibles, but no such correction shall affect appointments already made from the list corrected.

12.6 Retention of Examination Papers

All examination papers shall remain on file in the office of the Commission for at least five years and shall not be open to public inspection except under conditions prescribed by rule of the Commission.

12.7 Limitation on Inspection of Questions and Score Answers

Notwithstanding the provisions of Rules 12.1 and 12.3, no inspection shall be allowed of standardized test materials, or tests preduplicated as form tests or semi-form tests, or of questions not scored by an absolute standard, or other similar testing materials when the City by agreement or understanding with the supplier of the testing materials is obligated not to make such materials available for inspection.