

CITY OF AUSTIN
FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION

NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF
BATTALION CHIEF

DATE: June 1, 2023

TIME: 9:00 AM

PLACE: Civil Service Office
5202 E. Ben White Blvd. #500
Austin, Texas 78741

ELIGIBILITY REQUIREMENT: This written promotional examination shall be held in accordance with the Civil Service law and rules, and shall be open to any firefighter who at any time has continuously held for at least two (2) years a position in the Fire Captain classification for which the examination is held.

ELECTRONIC REGISTRATION FOR WRITTEN EXAM: As required by Civil Service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will now signup for examinations electronically at <https://signup.com/go/BNiioeU>.

Registration must be made no later than 9:00 AM, May 25, 2023. Exam registration and Letter of Intent sign up instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office/Fire>.

Once you register, you will receive a confirmation email which will serve as your Letter of Intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted into the examination.**

CONTENT OF EXAM: Examination questions will be taken only from those source materials identified below. No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified below.

1. Austin Fire Department Policy and Procedures (Per Table of Contents on 11/16/2022)

- Candidates are responsible for sections A – I

25% of the exam questions will come from this source

2. Austin Fire Department Training Manuals

- Candidates are responsible for Training Manuals titled:
 - Commercial Structure Fires (effective date 07-25-2022)
 - High-Rise Operations (effective date 07-25-2022)
 - Mid-Rise Operations (effective date 07-25-2022)
 - Mayday and Rapid Interventions Operations (effective date 07-25-2022)

10% of the exam questions will come from this source

3. Austin Fire Department Strategic Plan 2020-2025, 2022 Report

- Candidates are responsible for pages 1 – 9

5% of the exam questions will come from this source

4. The Dynamic Fire Chief – Principals for Organizational Management (2022 Fire Engineering)

ISBN 9781593704407

Author: Craig A. Haigh

- Candidates are responsible for Chapters 1 – 10 (**excluding** “QUESTIONS FOR FURTHER RESEARCH, THOUGHT, AND DISCUSSION” at the end of each chapter)

20% of the exam questions will come from this source

5. Be Know Do: Leadership The Army Way: Adapted From The Official Army Leadership Manual

ISBN 9780787970833

Author: Francis Hesselbein and General Eric K. Shinseki

- Candidates are responsible for all pages (**excluding** the Notes section)

20% of the exam questions will come from this source

6. Step Up and Lead

ISBN 9781593703080

Author: Frank Viscuso

- Candidates are responsible for Chapters 1 – 5 (**excluding** figures – pictures/captions)

20% of the exam questions will come from this source

PASSING SCORE FOR WRITTEN EXAMINATION: In accordance with the Collective Bargaining Agreement, Article 16, Section 4.B.2., the Promotional Process Consultant will determine whether or not to have a passing cut off score as a condition of proceeding to the Assessment Center portion of the promotional process.

The Promotional Process Consultant determined a cut score is not a requirement as a condition of proceeding to the Assessment Center process; therefore, all candidates that have taken the written examination will proceed to the Assessment Center process.

ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering the questions.