



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.05 VOLUME: 1

SUBJECT: Fire Lieutenant Promotional Process

SIGNED: \_\_\_\_\_ DATE: 10/04/2017  
Chris J. Mullins, Fire Chief

**SCOPE AND PURPOSE:** Promotional opportunities are an important part in an employee's tenure within an organization. Having the opportunity to demonstrate capability and readiness to advance to a more responsible position within the organization and achieving a promotional goal is rewarding.

Based on the above statements, it would seem prudent therefore to have a clearly identified promotional process and have that process available in written format for all employees to use as reference. It is with this goal in mind that the following text is adopted as the Mountain Brook Fire Department Fire Lieutenant promotional process.

**POLICY:** The best predictor of future behavior is current and past behavior. This is not to say that an employee cannot change to become a better or worse employee than he/she has been in the past, because people do change. But, current and past behavior does give evaluators the **best opportunity** to measure performance and quantify the results. This is especially true if a measuring instrument is developed to help assess performance for promotional review.

## **Promotional Overview:**

### **PHASE ONE**

Phase One will be administered only one time during each PBJC certified Fire Lieutenant register. Any candidate who fails to complete the Scenario and turn in a resume will be disqualified from the process.

➤ Phase One will consist of:

1. Evaluation by the promotional review panel (weighted at 60%) – The Evaluation will be based on the department's promotional evaluation form and resume. The Evaluation will be performed by four Lieutenants (one from each apparatus).
2. Scenario (weighted at 40%) – The Scenario panel will be comprised of three Chief Officers. An Executive Chief Officer will chair.

### **PHASE TWO**

Phase Two will be administered for each Fire Lieutenant vacancy. The Phase Two interview panel will consist of members of the Executive Staff.

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- When a Fire Lieutenant vacancy becomes available, the Fire Lieutenant certification list will be requested. The top four candidates from Phase One will be interviewed. However, to be eligible for an interview, you must also be within the top 10 rankings on the PBJC certified Fire Lieutenant register.
- If two Fire Lieutenant spots are open, the top five candidates will be interviewed and those five must be within the top 11 rankings from the PBJC Fire Lieutenant registry.

## **PROMOTIONAL CREDIT**

The department places great value on the formal education of its members, therefore, formal promotional credit will be given to those who have received relative Associate's or Bachelor's degrees in a related (compensable) field as well as licensed paramedics. A maximum of six points will be allowed.

\*Beginning on October 1, 2017 – Three points will be added to the final score of candidates who possess a Bachelor's degree in a related field or two points will be added to the final score of candidates who possess an Associate's degree (or equivalent hours) in a related field (i.e. compensable degree through City payroll).

\*\*Beginning on January 1, 2020 – Three points will be added to the final score of candidates who are licensed paramedics.