



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.11 VOLUME: 1

SUBJECT: Apparatus Operator Promotional Process

SIGNED: \_\_\_\_\_ DATE: 4/3/2019 - revised  
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 Apparatus Operator 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.

## **Process Overview:**

### **PHASE ONE**

Phase One will be administered only one time during each PBJC certified A/O register. Any candidate who fails to complete Phase 1 in its entirety will be disqualified from the process.

- All candidates who pass the PBJC Apparatus Operator exam must participate in each component of Phase 1 in order to be eligible to participate in Phase 2.
- 1. Territory Test (weighted at 10%) – The territory test will be administered by the Safety/Training Officer. It will be graded by the Safety/Training Officer and one other Chief Officer.
- 2. Evaluation by the promotional review panel (weighted at 50%) – The Evaluation will be based on the department's promotional evaluation form and be performed by three Lieutenants.
- 3. 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 A/O vacancy. The Phase 2 interview panel will be chaired by a Chief Officer. The panel will consist of three Lieutenants.

# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.11

VOLUME: 1

- When an A/O vacancy becomes available, the A/O certification list will be requested. The top four candidates from Phase 1 will be interviewed. However, to be eligible for an interview you must also be within the top 10 rankings on the PBJC certified A/O register.
- If two A/O spots are open, the top five candidates will be interviewed and those five must be within the top 11 rankings from the PBJC A/O 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' or Bachelor's degrees in a related (compensable) field as well as licensed paramedics. A maximum of four points will be allowed.

\*Beginning January 1, 2021 – Two points will be added to the final score of candidates who possess a Bachelor's degree in a related field or one point 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). Two points will be added to the final score of candidates who are licensed paramedics.