

**CITY OF SAN RAFAEL
PROMOTIONAL RECRUITMENT: FIRE CAPTAIN**

SELECTION PROCESS

1. **Application (Completed/Incomplete) - Applications are accepted online only and must be submitted before the closing time of the job announcement.** Be sure to allow sufficient time to complete your online application before the deadline. Resumes are not recommended at this point due to the limited file size allowed for attachments. Candidates who fail to include the required supplemental document with their application will not be allowed to participate in this recruitment process.

Documentation verifying each candidates' qualifications must be submitted with the online application before the filing deadline date. **Documents must be uploaded as ONE (1) PDF file no larger than 2MB.** Candidates do NOT need to submit a copy of their Driver's License or proof of employment with the City of San Rafael. Engineer Certification is required if qualifying under Options 1, 2 or 3 and not currently in the rank of Engineer with the San Rafael Fire Department.

If you do not have access to a computer, there are computer stations available at the San Rafael Public Library located at 1100 E Street. Please visit the City website (<http://www.cityofsanrafael.org/library-home/>) for library hours.

Our online application system is provided by CalOpps. If you have problems while applying online, please visit the FAQ section on www.calopps.org. Please note that when you have successfully submitted the online application, you will receive an e-mail notification from CalOpps. If you do not receive confirmation within one (1) day of applying, please check your spam folder. You should also log-in to the CalOpps website to confirm that you have actually completed the application and not just created a profile.

2. **Candidate Orientation (Attendance is Recommended)** - An orientation for Fire Captain will be held on **Thursday, November 12th, at 0830 hrs at Fire Station 52, Training Classroom.** Interested candidates will be provided an overview of the position, expectations and testing process. In addition, candidates will hear about the San Rafael community, learn about department goals and have an opportunity to ask questions of SRFD staff.
3. **Essential Qualification Review (Pass/Not Pass)** - All candidates submitting a completed application will be evaluated in the Essential Qualification Review. A review will be conducted of each candidates' ability to meet the Essential Qualifications for the position as noted under 'Required Job Related and Essential Qualifications' section. In addition, candidates must currently be employed by the City of San Rafael's Fire Department.

Documentation verifying these qualifications must be submitted with the online application before the filing deadline date. **Documents must be uploaded as ONE (1) PDF file no larger than 2MB.** Candidates do NOT need to submit a copy of their Driver's License or proof of employment with the City of San Rafael. Engineer Certification is required if qualifying under Options 1, 2 or 3 and not currently in the rank of Engineer with the San Rafael Fire Department. Supporting documentation demonstrating Option 1, 2, 3 or 4 must be attached to the application as ONE PDF file, no larger than 2MB. City of San Rafael application is required; resumes do not substitute for a completed City application.

4. **Written Examination (10%)** - All candidates passing the Essential Qualification Review will be invited to participate in the Written Examination for this recruitment. The written exam is planned to be administered on **Tuesday, December 8th at 9:30 am in the EOC/Training room.** The written examination will consist of a CPS multiple choice exam and a supplemental geography portion. **Please see the study source list attached to the CalOpps job announcement. Candidates must receive a passing score of 70% on the written examination to proceed to the practical portion of the examination.**

5. **Practical Examination (90%)** - All candidates passing the Written Examination will be invited to participate in the Practical Examination for this recruitment. The exam is planned to be administered on **Wednesday, January 13, 2021**.

The Practical Examination will consist of the following dimensions and include an oral interview panel(s) made up of both community members and fire management personnel.

1. Professional Qualifications
2. Community Knowledge & Involvement
3. Tactical Simulations
4. Teaching Demonstration
5. Employee Counseling (Role Play)

The SUPERVISORY/COMMUNITY portion (weighted 25% of final overall score) consists of an oral board panel that will evaluate the dimensions listed below, among others. This portion may also include a role play or demonstration.

*Community Orientation
Communication Skills*

*Leadership Potential
Strategic View*

The PROFESSIONAL portion (weighted 30% of final overall score) consists of an oral board panel that will evaluate the dimensions listed below, among others. This portion may include a role play or demonstration.

*Initiative/Innovativeness
Impact/Professional Image*

*Leadership/Supervision Potential
Decision-Making/Judgement*

The TACTICAL portion (weighted 35% of final overall score) will involve a variety of job-related performance exercises that will include the dimensions listed below, among others. Candidates should be ready to perform with the full range of equipment and apparatus they would utilize on the job as a Fire Captain.

Communication Skills, Incident Command Decision Making/Analytical Ability

EXAM SCORING: Final scores for candidates who pass every component of the process will be weighed as follows:

- 10% Written
- 25% Supervisory/Community Panel
- 30% Professional Panel
- 35% Tactical Panel

Candidates must achieve a passing score (70%) on each of the components of the examination process to be placed on the eligibility list.

The Eligibility List will be valid for 12 months from the date of the list, or until all eligible candidates have been considered for appointment. Please note that final appointments will be made from the list based on the Department interviews. Consideration will be given to past job performance, education, training and demonstrated participation in departmental and community projects and activities. Therefore, placement on the eligibility list is not a guarantee of a promotion, and appointments may not be made in strict rank order.