

APPOINTMENT AND PROMOTION IN THE FIRE DEPARTMENT

Minimum Requirements for Original Appointments and Selection Process for Promotional Appointments

Minimum Requirements for Original Appointments.

All candidates for original appointment within the Fire Department shall meet the minimum requirements set forth below and all amendments thereto.

- a. Applicants for examination and appointment shall have passed their twentieth (20th) birthday at the time of the examination. All applicants shall be required to have successfully obtained a high school diploma or its educational equivalent. Firefighter I and II certifications and Associate Degrees in Fire Science Technology are preferred but are not required. Applicants must also possess a valid driver's license.
- b. Applications shall be made in writing and under oath to be accompanied by such references or other information that the Human Resource Department may reasonably require. Applications shall be filed in the Human Resource Department no later than the posted date prior to examination. The applications for original appointment shall remain active for a period of one year from the submission date. The candidate need not re-submit an application for vacancy (s) provided the candidate's name remains on the active eligible list.
- c. All applicants for original appointment shall be required to satisfactorily pass a physical fitness test, the standards of which shall be reviewed, from time to time, and approved by the Fire Chief.
- d. Candidates for appointment shall submit to a careful physical examination by a qualified physician selected by the City Administrator. Applicants shall be rated by the physician which shall include a Chest X-Ray, EKG and Back X-Ray, in addition to submitting a signed self-disclosure form and any other criteria selected by the Human Resource Department as possessing adequate physical qualifications for the work to be performed or failing the examination. In addition, applicants may be required to undergo a psychiatric examination by a qualified psychiatrist selected by the City Administrator to determine whether an applicant is mentally, emotionally or temperamentally suited for service. In all cases, the cost of the examinations shall be borne by the City.
- e. Candidates for appointment shall be interviewed by the Fire Chief and/or designee.

Selection Process for Promotional Appointment.

Appointments to positions above the rank of Firefighter shall in each case be made from Fire Department candidates listed on the eligible list. Any member of the department may apply for any promotional appointment and take the promotional examination. However, the candidate must have served at least three (3) years as a Firefighter and must have at least two (2) years of experience as Lieutenant to be considered for further promotion. In all such cases, years of

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experience shall be determined as of the day of the Written Promotional Examination for the position.

The Human Resource Department shall post a notice indicating the date, time and location of the written examination at least twenty (20) calendar days prior to the examination. Individuals interested in promotion will need to provide new educational transcript(s) every time a written promotional examination is posted. All transcript(s) are due no later than the date noted in the written exam posting. The transcript due date shall not be extended in the event of postponement of the exam.

The selection process and technique used for promotional appointments shall be as follows:

- a. A job-related aptitude/capacity written examination to measure the skills and ability of the candidate necessary to carry out the duties and responsibilities of the position to which the candidate seeks to be promoted. The format of the written examination shall be selected by the Fire Chief. The total score of the written examination shall be divided by two (2).
- b. A quantified measure of seniority shall be calculated to arrive at a combined quality point score for each candidate. Credit for seniority will be given for actual service from the date of the original appointment. Seniority credit shall be given at a rate of one half (1/2) of a quality point for each full year of service, up to a total of ten (10) quality points or a credit for twenty (20) years of service, as follows:

The calculation shall be for actual service in the Lewiston Fire Department. The (1/2) quality point per full year shall reflect actual daily service to the Department. The Fire Department seniority list shall establish one year anniversary dates for the awarding of ½ quality point. The period of time between the anniversary date and the date of the written promotional examination shall be calculated on the basis of a daily point amount of .001370.

The calculation and award of quality points shall occur in the following manner:

1. The date up to and including the day of the written promotional examination shall be the only basis of seniority calculation.
2. All candidates for written promotional examination shall have an established seniority calculation based on the actual total daily service to the Lewiston Fire Department.

Therefore, the total quality points for seniority shall be determined by dividing the total full years of service by 2, then multiplying the remaining days of service by .001370 and adding the results of both calculations. (Note: No additional credit awarded for leap years.)

This calculation shall be conducted and administered by the Human Resources Department. The seniority tabulations shall be posted for a two (2) week period from the date of the written

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promotional examination in all stations and distributed to all candidates who have applied for the examination. Any errors or disputes regarding the seniority calculation must be addressed by the candidate, in writing, to the Human Resources Department before the expiration of the two (2) week posting period

- c. A quantified measure of educational training and experience shall be calculated to arrive at a combined quality point score for each candidate. Up to ten (10) quality points may be awarded to a candidate's combined score as a credit for educational experience. A total of ten (10) quality points shall be awarded to candidates who possess a four-year Bachelor's degree; five (5) quality points will be awarded to candidates possessing a two-year Associate's degree; or one quarter (1/4) of a quality point for the completion of each three (3) credit hour college course. Two (2) points will be awarded to each candidate who has completed the Military Fire Service Training Academy.

A composite score shall be calculated for each candidate for promotion. The composite score shall represent the accumulative total of quality points earned by each candidate in accordance to the categories described above and summarized below:

1. written examination -	50 quality points
2. seniority -	10 quality points
3. educational experience -	<u>10 quality points</u>
TOTAL COMPOSITE SCORE -	70 QUALITY POINTS

A candidate for promotion must attain a minimum composite score of forty (40) quality points to be placed on the eligible list. Those candidates whose total composite score falls below that of forty (40) shall not be included on the eligible list.

The Human Resource Director or designee shall quantify the quality points for each candidate to determine the order in which the candidate shall appear on the eligible list. Each candidate shall be identified on the eligible list by the individual ID number assigned by the Human Resource Director or designee at the time of the written examination. The eligible list shall contain the candidate ID number, composite scores (written, seniority, educational) and the total composite point score. The list shall be arranged by total composite score from highest to lowest. The result of the selection process shall be posted on appropriate bulletin boards for at least twenty (20) calendar days.

Whenever the Chief requests a certified list of names to fill a vacancy, the Human Resource Director shall submit to the Chief all the names on the eligible list for consideration, this certified list will also be posted on the appropriate bulletin boards. If there is an insufficient number of names on the eligibility list, as determined by the Chief, a written promotional examination shall be administered to develop a new eligibility list.

Eligibility lists shall remain active for a period of two [2] years from the date of the written promotional examination.