



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Fire Chief Series Education and Experience Claim

SALARY: \$0.00 /Hour

OPENING DATE: 05/13/16

CLOSING DATE: 05/28/16 11:59 PM

DESCRIPTION:

Commonwealth of Massachusetts Human Resources Division

ONLINE EDUCATION & EXPERIENCE CLAIM

EXAMINATION TITLES: DISTRICT FIRE CHIEF, DEPUTY FIRE CHIEF, & FIRE CHIEF

Promotional Examination Date: May 21, 2016

Deadline for Online E&E Claim Submission: May 28, 2016 at 11:59 pm

This is the ONLINE EDUCATION & EXPERIENCE CLAIM for all Fire Chief Series Departmental Promotional Examinations scheduled for May 21, 2016. There is no separate fee for filing this claim.

ONLY ONLINE EDUCATION AND EXPERIENCE CLAIMS WILL BE ACCEPTED. SUBMITTING AN E&E CLAIM IN ANY WAY OTHER THAN THROUGH THE ONLINE CLAIM PROCESS WILL RESULT IN A FAILED EXAMINATION COMPONENT.

ONLY ELIGIBLE CANDIDATES WHO HAVE ALREADY SUBMITTED AN APPLICATION AND PAYMENT TO PARTICIPATE IN THE CIVIL SERVICE FIRE CHIEF SERIES DEPARTMENTAL PROMOTIONAL EXAMS SCHEDULED FOR SATURDAY, MAY 21, 2016 MUST COMPLETE THIS ONLINE CLAIM.

EXAMPLES OF ESSENTIAL DUTIES:

SUMMARY OF THE ONLINE EDUCATION & EXPERIENCE (E&E) CLAIM PROCESS:

YOU WILL RATE YOURSELF: In this examination component you will rate your own education, training, and work experience against a standard schedule. You will do so by filling out this Online Education & Experience (E&E) Claim. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your overall final examination score. Everything that will receive credit is included in this Online E&E Claim. Each section of the standard schedule is preceded by specific instructions. The amount of credit that responses to each item on the schedule will receive has been determined in advance and is displayed in parentheses next to each response. Please be aware that to receive E&E credit, applicants must take and pass all other examination components as stated

in the examination posting.

DO NOT ATTEMPT TO COMPLETE THE ONLINE E&E CLAIM WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. YOU MAY SAVE AND EXIT THE ONLINE E&E CLAIM AS MANY TIMES AS YOU WISH UP UNTIL THE STATUTORY DEADLINE. ALL CLAIMS MUST BE SUBMITTED BEFORE BY MAY 28, 2016 AT 11:59 PM. YOU MAY PRINT YOUR COMPLETED CLAIM FOR FUTURE REFERENCE.

THIS IS AN EXAMINATION COMPONENT: Complete your Online E&E Claim on your own and to the best of your ability. Accurate completion of the education and experience claim is a scored weighted examination component. In order to ensure that no one receives any type of unfair advantage in the claim process, be advised that we are unable to provide individualized assistance to any applicant. Positions in the District Fire Chief, Deputy Fire Chief, and Fire Chief classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions in regards to this examination component is cause for disqualification.

PLEASE, NO PHONE CALLS and NO EMAIL INQUIRIES. YOU WILL NOT RECEIVE A RESPONSE.

TYPICAL QUALIFICATIONS:

GENERAL INSTRUCTIONS: Please carefully read and follow these instructions. They differ from the instructions for other examinations that you may have taken. Please be thorough.

PREPARING & SAVING YOUR CLAIM: HRD recommends that applicants download and print a copy of the Online E&E Claim to work with offline before attempting to complete the online form. Printed copies of your E&E claim submitted to the HRD office are not considered an officially submitted claim. As mentioned above, the Online E&E Claim provides you with the ability to save your work at any point and exit the claim. Up to the statutory deadline of midnight 14 calendar days after the written examination date, you will be able to sign-in, complete, and submit your Online E&E Claim. Please be aware that once it is submitted, you will not be able to alter your Online E&E Claim. After submission, your Online E&E Claim will be saved in your online user account and you will have access to download or print a copy at any time. Written requests for modification of a submitted claim, postmarked on or before the deadline date, will be added to your record for this exam component.

SUPPORTING DOCUMENTATION: The Human Resources Division (HRD) requires the submission of supporting documentation for all claims submitted in your Online E&E Claim. Please attach electronic copies of this documentation (such as official college transcripts, copies of licenses, etc.) to the Online E&E Claim or email to civilservice@state.ma.us by May 28, 2016 by 11:59 pm.

EXPERIENCE CLAIM SUPPORTING DOCUMENTS: Work experience claims must be supported by an Employment Verification Form or letter with original signature of the appointing authority or his/her designee. Applicants can download and print a copy of the Employment Verification Form from HRD's website at www.mass.gov/civilservice. The appointing authority must provide starting and ending dates at each grade level and indicate whether this was full-time or part-time employment (including any "provisional" or "acting" time), dates and reasons for any breaks in service, as well as any other related data. All experience applying to each category on the Employment Verification Form or letter from the appointing authority must be totaled by number of hours in each category or it will not be credited. Any experience claim that is not accompanied by supporting documentation and totaled within each category on the Employment Verification Form or letter from the appointing authority will be removed from your E&E claim score.

EDUCATION CLAIM SUPPORTING DOCUMENTS: All education claims must be supported by

official transcripts from regionally accredited colleges or universities. Copies of unofficial transcripts may or may not be accepted as proof at the discretion of HRD. Grade reports are not transcripts, and will not be accepted as supporting documentation for education claims. Any education claim that is not accompanied by supporting documentation will be removed from your E&E Claim score.

ATTACH DOCUMENTS TO THIS ONLINE E&E CLAIM: All supporting documents are to be sent as electronic copies attached to the Online E&E Claim. Electronic documents submitted in this way can be permanently attached to your Master Profile in the online system. This office will also accept electronic documents via email to civilservice@state.ma.us. Should the issue of authenticity arise with the electronic documents at any time during the review process or during the life of a resulting eligible list, applicants must submit original supporting documentation to HRD.

APPEAL RIGHTS: Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Online E&E Claim by statute. No new type of credit can be claimed once you submit your Online E&E Claim.

CLAIM AUDITS: During the life of the resulting eligible list, be prepared to provide copies of all supporting documentation submitted as part of this examination component to HRD or the appointing authority upon request.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

One Ashburton Place
Room 301
Boston, MA 02108

Position #160521FCEEClaim
2016 FIRE CHIEF SERIES EDUCATION AND EXPERIENCE
CLAIM
HC

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