



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Civil Service Fire Departments

FROM: Regina Caggiano Director, Civil Service Unit

DATE: February 4, 2020

SUBJECT: Reading List for Fire Chief Examinations

<p>FIRE CHIEF WRITTEN EXAMINATION DATE – October 14, 2020</p>

This reading list will pertain to all HRD Written Examinations for Fire Chief that are administered in 2020 and 2021.

All examinations questions will be based on the following texts. Please note that only those chapters and/or sections listed below are INCLUDED. For all texts exclude appendices, glossaries, and the index.

Managing Fire and Emergency Services. (4th ed) ICMA, (2012). Atlanta, GA: International City/County. Management Association (ICMA) Distribution Center. Chapters: 1-4, 6-8, 10, 12-15.

The Human Challenge (7th ed.). Tucker, M. L., McCarthy, A. M., & Benton, D. A. (2002). Old Tappan, NJ: Prentice-Hall, Inc. Chapters: 1-4, 6, 9, 10, 14.

Massachusetts Employment Laws. The Lunt Group. Full Massachusetts Employment Law booklet.

Summary of the Conflict of Interest Law for Municipal Employees. Massachusetts State Ethics Commission.

The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels. Daly, P. H., Watkins, M., Reavis, C. (2006). Boston, MA: Harvard Business School Publishing. Full text.

If We Can Put a Man on the Moon... Getting Big Things Done in Government. Eggers, W. D., O'Leary, J. (2009). Boston, MA: Deloitte Development LLC, Harvard Business School Publishing. Chapters: 4, 6, 7.

The Basics of Public Budgeting and Financial Management. (3rd edition) Menifield, C. E. (2017). Lanham, MD: University Press of America, Inc. Full text.

Understanding Stress Disorder. Care, A. (2019). Alison Care. Full text.

PUBLISHERS OF READING LIST TEXTS

- ICMA (International City Management Association) Distribution Center, P. O. Box 931897, Atlanta, GA 31193; (800) 745-8780; <https://icma.org/>
- Prentice-Hall, Inc., Pearson Education, Consumer Credit Sales, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; <http://www.mypearsonstore.com/>
- Harvard Business School Publishing; <https://hbsp.harvard.edu/books-chapters/>
- Rowman and Littlefield, University Press; <https://rowman.com/>
- Employment Law Handbook, Lunt Group;
<https://www.employmentlawhandbook.com/product/massachusetts-employment-laws-pdf/>

The Summary of the Conflict of Interest Law for Municipal Employees is a free document provided by the State Ethics Commission and is available with the Reading Lists on <http://www.mass.gov/civilservice>

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Sebastian Moscardi at sebastian.moscardi@mass.gov

A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.