



## **Departmental Promotional Examination for Fire Chief, Municipal Departments**

**Written Examination Date:** May 5, 2021

**Assessment Center Examination Date:** May 15, 2021

**Application Period Begins:** April 12, 2021

**Application Deadline:** April 13, 2021

**Examination Processing Fee:** \$250

**Eligibility:** To be eligible for this examination you must (1) be an employee in the Fire Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). The eligible list establishment date is not the same as certified date. The certified date is when your name was first reachable on a certification for a promotional vacancy. A combination of temporary and permanent service can be applied towards meeting this one-year requirement. Time spent pursuant to a temporary appointment in the title of Fire Chief will not interrupt the service period in your permanent position.

**Note:** Pursuant to the provisions of [Massachusetts General Law \(MGL\) Chapter 31 §59](#), if less than four applications are received from eligible candidates, this examination will be postponed. If the eligible title has been lowered to the entry level rank, the examination will go forward if less than four eligible candidates submit applications.

**Eligible List:** Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in [Chapter 31 §25](#) or the Human Resources Division (HRD) revocation policy.

**Weights:** All candidates that take part in the written examination will be invited to participate in the Assessment Center. For each examination in this job posting, the examination weights are: 50% written examination; 30% assessment center; 20% education & experience.

### **Departments:**

#### **Municipality - Eligible Titles**

- New Bedford - Deputy Chief

#### **EXAMPLES OF ESSENTIAL DUTIES:**

**Duties:** Under the general supervision of the municipal appointing authority, directs the operations of the Fire Department, exercising supervision over direct reporting staff and overseeing the delivery of major municipal fire services; conducts long-range planning to determine policies, program priorities, and the utilization of resources in order to ensure the efficient and effective implementation of the goals and objectives mandated by state laws, local bylaws or ordinances and departmental rules and regulations; evaluates the availability of fiscal and equipment resources, personnel, and local needs relative to the protection of life and property and the prevention and suppression of fire; directs and performs fire prevention duties including code and pre-fire inspection duties; directs, performs and reports the results of fire investigations; personally responds to fire and non-fire emergencies in order to supervise actions of fire service personnel; carries out public relations activities and prepares and disseminates news releases; plans and conducts hearings and meetings on issues of public concern; prepares and submits budget requests and administers department budget; performing the requirements of the job in an ethical manner; making decisions in accordance with employment laws; interviews and selects personnel for promotion; reviews and negotiates contract proposals from contractors and/or vendors; and performs related duties as required.

**Examination Subjects:** The written examination will be designed to test, where practicable, the following knowledges, skills, and abilities that have been established as qualifications for the position: 1. Knowledge of ethics 2. knowledge of employment laws; 3. Knowledge of stress reactions; 4. Knowledge of budgeting; 5. Knowledge of operating a fire department; 6. Knowledge of administration and management. The Assessment Center content will measure skills and abilities applicable with a leadership role in the fire service.

**Reading List:** Available at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).

#### **TYPICAL QUALIFICATIONS:**

**Application:** All applications must be received by the application deadline, and accompanied by an examination processing fee of \$250. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before April 13, 2021 your application will not be accepted.

**Written Examination and Assessment Center Location:** The Written Examination will be administered on May 5th, 2021 at a location to be determined. More details regarding the location will be sent to candidates closer to the examination date. The Assessment Center will be administered in our Hudson MA Physical Ability Test site located at 571A Main Street, Hudson, MA. Candidates will be notified of further

information prior to the date of the Assessment Center.

**Education & Experience (E&E):** All candidates must complete the 2021 Fire Chief Promotional Examination E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates three weeks prior to the written examination date. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within seven calendar days following the written examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation must be scanned and attached to your application or emailed to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than May 12, 2021.

Please note that:

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E will be calculated for all candidates.

No phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your E&E score.

**Statutory Preference Points:** Upon submission of written proof, two points will be added to the passing score of qualified veterans or individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference at the examination site and verify eligibility on the [Employment Verification Form](#) submitted for this examination. Please see [www.mass.gov/hrd/csvetinfo](http://www.mass.gov/hrd/csvetinfo) for submission requirements to claim the Veterans' Preference.

During the HRD review process or during the life of the applicable eligible list(s), candidates must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

**Current Military Personnel:** All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination processing fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your

email address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application deadline (April 13, 2021) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

**Reasonable Accommodations:** If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the examination site, and such letter must be scanned and attached to the application or emailed to [civilservice@mass.gov](mailto:civilservice@mass.gov). Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for examinations, and will not be used for any other purposes.

**Makeup Examination:** With the exception of current military personnel as described above, no candidate has a right to a makeup examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this before applying for the examination. If you file an examination application by the application deadline, but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to HRD no later than seven calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

**Refunds:** There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

**Notice to Appear:** A Notice to Appear including time and location of the written examination will be emailed to candidates two weeks prior to the written examination date.

**Updating Information:** Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for promotion. For information on how to update your information, click on [Update Your Account](#).

**Identification at the Examination Site:** At the examination site, candidates must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

**Private School or Service:** HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

#### **SUPPLEMENTAL INFORMATION:**

**Women, minorities, veterans, and people with disabilities are encouraged to apply.**

For more information about this and other civil service examinations, see [www.mass.gov/civilservice](http://www.mass.gov/civilservice) or email the Civil Service Unit at [civilservice@mass.gov](mailto:civilservice@mass.gov).

Inquiries may also be made to HRD during these hours at the following numbers:

**Boston area:** (617) 878-9895

**Within Massachusetts:** 1-800-392-6178

**TTY Number:** (617) 878-9762