

2024 Municipal Departmental Promotional Examination for Fire Chief (1YP-442)

Written Examination Date: October 2, 2024

Assessment Center Examination Date: October 5, 2024

Application Period Begins: July 29, 2024

Application Deadline: August 13, 2024

Examination Fee: \$150

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 [Massachusetts General Law \(MGL\) Chapter 31 § 25](#) or the Human Resources Division (HRD) revocation policy.

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 written 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 to meet this one-year requirement. Time spent working in the title of Fire Chief will not interrupt the service period in your permanent position.

*If the eligible title has been lowered to the entry level rank you must have served in the force at least one or three years depending on the participating municipality.

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

Examination Weights: The examination weights are: 40% Written Examination (Technical Knowledge); 40% Assessment Center; 20% Experience/Certification/Training & Education (ECT&E).

All candidates that participate in the written examination will be eligible to participate in the AC component. All examination components will be calculated before a candidate receives a score notice.

Candidates for this examination must be employees in one of the following Massachusetts Fire Department(s). Please read the below department listing carefully. Departments and eligible titles will be listed as they are requested.

Departments – Eligible Title(s):

- Ware – Fire Lieutenant, Firefighter

Examples of Duties / Knowledge & Skills

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; performs the requirements of the job in an ethical manner; makes 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.

Minimum Qualifications & Requirements

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of \$150. 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 August 13, 2024, your application will not be accepted.

Experience/Certification/Training & Education (ECT&E): All candidates must complete the 2024 Fire Chief ECT&E Claim application online. Instructions regarding the E&E claim will be emailed to you prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application. Submitting an E&E claim in any way other than through the online claim process will result in an "INCOMPLETE" score on this exam component. In addition, candidates who fail to include any supporting documentation to their E&E application by the deadline of TBD, 2024, will receive an "INCOMPLETE" score.

All claims and supporting documentation must be received within seven calendar days following the written examination date. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than October 9, 2024.

Please note that:

- ECT&E is an examination component, and therefore must be completed by the candidate.

- Failure to complete this component as instructed will result in a candidate not receiving any credit for ECT&E.
- Credit for ECT&E will be calculated for all candidates.

Please be sure to read the instructions carefully. In order to ensure that no one receives any type of unfair advantage in the claim process, we are unable to provide individualized assistance to any candidate. A preparation guide will be available to assist with the ECT&E application. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your ECT&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 in the ECT&E Claim application and verify eligibility on the [Employment Verification Form](#) submitted for this examination. To claim veterans preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the [Military Information](#) section on our website.

Note: 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 scheduled examination date, must submit an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached on or before August 13, 2024. 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 August 13, 2024, 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 the [Military Information](#) page on our website.

Makeup Examination: With the exception of current military personnel, 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 scheduled 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 August 13, 2024. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

Reasonable Accommodations: If you need testing accommodations due to a documented impairment, or medical condition, you must submit a written request with verifiable documentation detailing what type of accommodation you require at the examination site. This request with verifiable documentation, must be attached to the application or emailed to civilservice@mass.gov

by August 13, 2024. We cannot guarantee that we will be able to grant your accommodation without this information. This information is requested only to provide reasonable accommodation for examinations and will not be used for any other purpose.

Notice to Appear: Notices to Appear including time and location of the written examination and assessment center component will be emailed to candidates after the close of the application period, and prior to the 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, visit [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).

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

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 or email the Civil Service Unit at civilservice@mass.gov.

Inquiries may also be made to HRD, Monday through Friday, 8:45am – 5:00pm, at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-(800) 392-6178

TTY Number: (617) 878-9762