

Madison Fire Department Fire Lieutenant Promotional Process

Employees of the Madison Fire Department who have at least 10 years of experience at the time of the application process are eligible to compete for the Fire Lieutenant Promotional Process. Additional requirements include but are not limited to: 1) Completion of applicable leadership coursework (e.g., 3 credits in the MATC Supervisory/Management Curriculum) or equivalent training (e.g., City of Madison Leadership Academy); work experience may substitute for the coursework requirement or one year of leadership, trainee or supervisor experience to meet this requirement. Before the written examination the Fire Chief announces to the department the number of positions open for Fire Lieutenant. The entire process is as follows:

Step 1: Application reviewed by the City of Madison Human Resources Department with input from the Assistant Chief of Personnel.

Step 2: Station Grading: Company Officer and District Manager Evaluation

The candidate is graded by their previous year's Company Officer and Division Chief using an evaluation tool developed from the Fire Lieutenants Job Task Analysis. The station grading evaluation is 10% of the final composite score.

Step 3: Written Examination

A 100-question written examination is developed by a 3rd party vendor with direction and input from the Assistant Chief of Operations, Assistant Chief of Personnel, and Division Chief overseeing the hiring and promotional process. The examination is based on written material such as: Firefighting Strategies and Tactics books, International Fire Service Training Association manuals, MFD Standard Operating Guidelines and Policy and Procedures, City of Madison Administrative Procedure Memoranda (APMs) and other fire service materials. The Written Examination is 45% of the final composite score. A passing score of 70% is required to proceed to the next step in the process.

Step 4: Assessment Center Examination

Candidates who pass the written examination are invited to the Assessment Center. Candidates are evaluated on three topics: 1) Incident Command and Tactics, 2) Training, and 3) Leadership/Supervision.

Incident Command and Tactics:

Candidates are randomly assigned a fire scenario. The scenario involves pictures, videos, and animations. During the 15 minutes of preparation time candidates are given information consistent with information given from dispatch (i.e., address, responding

units). Candidates then have approximately 7 minutes to make their presentation, during which time they're expected to outline their initial approach to the fire incident and what actions they will take during the first 10 minutes at the scene until relieved of command. Assessors will then have a maximum of approximately 8 minutes to ask questions.

Training:

Candidates are randomly assigned one of four different training assignments, each with the same level of difficulty. Candidates have 15 minutes to prepare their presentation. The candidate will then have 15 minutes to give their presentation to the panel of assessors. In the 15 minutes, candidates include time for the evaluators to ask questions.

Leadership/Supervision:

Candidates are given three leadership/supervisory scenarios. Candidates have a total of 15 minutes to prepare a response to these three scenarios. All candidates do NOT have the same scenarios, but all candidates have scenarios with the same level of difficulty. These scenarios are based on hypothetical problems that typically confront a first-line supervisor in the fire service. During the presentation phase, candidates will have up to two minutes to give their response to scenario number one. This is followed up by questions from the assessors. This same procedure is followed for all three scenarios.

The entire Assessment Center (Incident Command and Tactics, Training, and Leadership/Supervision) is 45% of the final composite score.

Lastly, following the examination, the Human Resources Department tabulates the scores and gives the results to the Fire Chief. The successful candidates are recommended for promotion to the Police and Fire Commission. The eligibility list is established and the promotions then occur based on seniority. The list is active until exhausted.