



**PROMOTIONAL  
OPPORTUNITY ANNOUNCEMENT  
March 3, 2008**

<u>FIRE LIEUTENANT</u> AND <u>FIREFIGHTER/</u> <u>MEDIC LIEUTENANT</u>	<u>Fire/EMS Department</u>	<u>Announcement #</u> 08-511	<u>Salary Range</u> \$49,404 - \$93,771
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**THIS ANNOUNCEMENT IS RESTRICTED TO EMPLOYEES AT THE RANK OF FIRE FIGHTER (Y-03), FIRE FIGHTER/MEDIC (Y-03), OR TECHNICIAN (Y-13) WITHIN THE FIRE/EMS DEPARTMENT**

The Office of Human Resources Management (OHRM) will establish a Promotional Eligibility Register for the position of Fire Lieutenant and Fire Fighter/Medic Lieutenant, Y-04.

**I. TYPICAL DUTIES:** This is a first-line supervisory position with an increased level of knowledge, skills, and abilities relating to the delivery and supervision of fire and emergency medical services. This position is responsible for managing personnel and equipment on the emergency scene and to direct day-to-day operations of a Fire/EMS station. Work is performed independently within a rank-structure hierarchy under the general supervision of higher-level personnel and is evaluated through review of completed assignments.

**II. MINIMUM QUALIFICATIONS:** Candidates must have successfully completed career recruit school (CRS) for Fire Fighters and meet the following minimum qualifications:

- Employed by the Prince George's County Fire/EMS Department for a period no less than four (4) years as of January 1, 2009
- Classified as a Fire Fighter (Y-03), Fire Fighter/Medic (Y-03), or Technician (Y-13) as of September 1, 2008
- National Certification Fire Officer II as of September 1, 2008
- Joint Apprenticeship Training Committee (JATC) program as of September 1, 2008
- Fifteen (15) college credits must count towards a college degree and be on a transcript from an accredited college/university, as of September 1, 2008, to include:
  - English (3 credits)
  - Mathematics (3 credits)

Candidates must have a current satisfactory performance appraisal to be considered for promotion.

**III. CLOSING DATE:** Each candidate seeking to participate in the Lieutenant Promotional process must submit a Promotional Examination Intent Form (page 4). The Promotional Examination Intent Form must be received by **5:00 p.m., on or before March 28, 2008. The Promotional Examination Intent Form WILL NOT be accepted if received after 5:00 p.m. on the closing date.** Promotional Examination Intent Forms must be **hand carried** and submitted to:

**OFFICE OF HUMAN RESOURCES MANAGEMENT  
1400 McCormick Drive, Suite 159,  
Largo, Maryland 20774**

**IV. CANDIDATE DOCUMENTATION:** Each candidate must submit documentation of his or her minimum qualifications and a current resume by **10:00 a.m., on or before September 2, 2008.** **The documentation WILL NOT be accepted if received after 10:00 a.m. on September 2, 2008.** The documentation and resume must be **hand carried** and submitted to:

**FIRE/EMS DEPARTMENT  
Office of Research, Planning, and Development  
9201 Basil Court, Suite 354, Largo, Maryland 20774**

**V. VERIFICATION OF ELIGIBILITY REQUIREMENTS:** Candidates who satisfy the Minimum Qualifications Requirement will be deemed eligible to compete in the promotional process and will be notified. Correspondence from the Fire/EMS Department will be done primarily via email; therefore, candidates are responsible for monitoring and checking their County email.

**VI. TEST INFORMATION:** Eligible candidates will be required to pass a written examination with a score of 70% or higher. The vendor will administer the written exam on September 10, 2008. Eligible candidates will be notified in writing as to the time and location of the exam. Candidates will receive an unofficial score at the conclusion of the written exam.

The promotional process will consist of two (2) components: a written examination and a skills assessment. Only those candidates achieving a score of 70% or higher on the written examination will be eligible to participate in the skills assessment. Information regarding the skills assessment component will be provided during two (2) orientation sessions, which will be scheduled at a later time. The skills assessment is scheduled on October 25, 2008, with the time and location remaining to be determined. All dates and times regarding the orientation sessions, written examination and the skills assessment are subject to change. Candidates will be notified of changes as soon as practical.

**VII. EXCUSED ABSENCES:** There will be no excused absences for either component of the promotional process.

**VIII. NOTICE OF RATING:** All candidates will receive a notice of rating from OHRM, which will indicate their eligibility/ineligibility and overall score earned. **It is important that you have an up-to-date mailing address on file because OHRM sends examination notifications, results, and related examination material directly to the candidates via US mail.**

**IX. DURATION OF ELIGIBILITY:** OHRM will certify the Promotional eligibility register, which will expire on December 31, 2010. Those candidates who meet the requirements of the promotional process will be placed on the Promotional Eligibility Register in rank order (highest to lowest score) according to their overall combined score.

**X. TEST APPEAL RIGHTS:** Candidates may appeal any question from the written examination to OHRM within five (5) working days of the test review. OHRM will review all test appeals and the findings of the review shall be rendered within ten (10) working days of the deadline for filing the appeals. The findings shall be provided, in writing, to the candidate who filed the appeal. Notification of any granted appeal shall be made available to all candidates who took the examination and may be affected by said granted appeal. The decision rendered by the Director of OHRM shall be final and binding and not subject to further appeals to the Personnel Board or through the grievance and arbitration procedures of the Agreement currently in effect.

**XI. STUDY MATERIALS:** Candidates are responsible for obtaining their own study materials. To prepare for the examination, the following study materials will be required:

1. Prince George's County Fire/EMS Department General Order, as in effect on April 1, 2008
2. Prince George's County Fire/EMS Department Career Service Directives, as in effect April 1, 2008
3. Prince George's County Fire/EMS Department Emergency Operations Command Directives, as in effect April 1, 2008
4. Prince George's County Fire Safety Law, Subtitle 11, as in effect April 1, 2008
5. Prince George's County Personnel Law, Subtitle 16, Division 13, as in effect April 1, 2008
6. Labor Agreement made by and between Prince George's County, Maryland and the International Association of Fire Fighters, Local 1619 (Fire Fighters and Paramedics), as in effect on July 1, 2008
7. Firefighting Strategies and Tactics, 2001 James Angle, et al., Thomas Delmar Learning. ISBN: 0-7668-1344-4
8. Effective Supervisory Practices: Better Results Through Teamwork, 4<sup>th</sup> Edition, May 2005, International City/County management Association. ISBN: 0-8732-6176-3
9. Essentials of Fire Department Customer Service, 1996, Alan V. Brunacini, Fire Protection Publication. ISBN: 0-8793-9127-8

**PRINCE GEORGE'S COUNTY  
FIRE/EMS DEPARTMENT  
Promotional Examination Intent Form**

**EXAMINATION/POSITION APPLIED FOR: Fire Lieutenant AND Firefighter/Medic Lieutenant**

**ANNOUNCEMENT NUMBER: 08-511**

**NAME:**

**HOME ADDRESS:**

**TELEPHONE: (HOME)**

**(WORK)**

**FIRE/EMS ID:**

**CURRENT RANK:**

**PROMOTION DATE:**

**I hereby affirm that the information given above is true.**

**SIGNATURE:**

**DATE:**

**I request to be scheduled for the promotional examination for Fire Lieutenant and Firefighter/Medic Lieutenant.  
I understand that this form must be HAND DELIVERED by 5:00 p.m., on March 28, 2008 to:**

**OFFICE OF HUMAN RESOURCES MANAGEMENT  
Employment Services Division  
1400 McCormick Drive, Suite 159, Largo, MD 20774**

**RECEIPT**

**This acknowledges receipt of your Promotional Examination Intent Form for the position of Fire Lieutenant and Firefighter/Medic Lieutenant, Announcement #08-511.**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_