

**SEATTLE DEPARTMENT OF HUMAN RESOURCES
EXAMINATION BIBLIOGRAPHY FOR BATTALION CHIEF 2018**

Final: January 5, 2018

The written examination for Battalion Chief will be held on Friday, April 6, 2018, at a location to be determined. The exam application filing dates are January 2–16, 2018.

Please see the “Outline of the Command Job” for the general scope of the promotional examination. The bibliography of study materials on which the written examination and/or oral boards will be based is outlined below/

NOTE: Reference material issued after December 30, 2017, will NOT be included in this examination.

Candidates who pass the written examination will be scheduled for the oral portion of the examination (assessment center), tentatively scheduled for June 18 - 22, 2018 (candidates may need to attend more than one day during this period). The assessment center examination exercises will be based on the 1) skills and abilities identified by the job analysis as critical for successful job performance as a Battalion Chief, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at 615-0581 if you have any questions on the bibliography or the exam process.

A bibliography of study material on which the written examination will be based includes the following:

SOURCE TITLE	CONTENTS
Building Construction for the Fire Service, 4th Edition, by Francis Brannigan, NFPA	All, excluding Chapters 4,11
CBT Online, 2015	Medical and Legal Overview
Crucial Conversations - Tools for Talking When Stakes are High 2nd Edition, by Patterson, Grenny, McMillan, Switzler	All
Effective Supervisory Practices, 4th Edition, ICMA	All, excluding 3,4,14,15 and figures and situations
Emergency Response Guidebook, 2016	For written exam: Inside cover, pages 1 - 16, 289-295, 356-373 (excluding page 369 table). For oral board: All
Fire Administration I – by Randy R. Bruegman, 2009, Pearson Education	Chapters 3,4,5,6,7 (excluding Appendices and all sections labeled "Lessons Learned" and "Advice from the Experts")

Fireground Strategies, 2nd Edition, by Anthony Avillo	All (excluding Chapter 3, and excluding all Case Studies, Scenarios, & Questions for Discussion in all Chapters, and excluding the Conclusion on pages 661-669.)
Fire Ground Survival, Student Manual, IAFF	Pages 1-7, Chapter 1, Chapter 5
Fireground Support Operations, 1st Edition, IFSTA	Chapters 7 & 8
Introduction to the Incident Command System, Student Manual, Oct. 2013, FEMA	ICS 100, 200
Local 27 Union Contract	Articles 7, 8, 10, 11, 13, 14, 15, 22
Local 2898 Union Contract	All
Policies and Operating Guidelines, SFD (Rev. 12/12/2017)	All Policies that relate to the Guidelines listed below:
	Volume I:
	1000 -1001
	1004 -1005
	2001.26 “Shutting down operations”, 2001.30 “Permit Revocations, Emergency”, 2001.63 - 64 “ASSEMBLY OCCUPANCIES – Enforcement”
	3002.4 - 5 “CISM Team Referral and Activation”
	3003 through 3006
	3008 - Personnel Rules and Regulations
	3010 - 3014
	3016
	4000 (excluding 4004.24 -29 and 4005.10 – 19)
	Volume II:
	5001 (excluding 5020)
	5501 -5502
	5508
	5510
	6000
	9001 -9003
Post Incident Analysis Reports	Mt. Baker Fatality House Fire_Final, 8/17/2014
	Homeless Camp MCI, 1/26/2016
	Fremont HazMat 2-11 Fire, 9/30/2014
Race and Social Justice Initiative, SFD – RSJI Materials (binder)	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	Tab J: City of Seattle 2015-2017 RSJI Plan
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)

Safety Standards for Firefighters 296-305 WAC (February 2017)	Sections: 01501, 02501, 05000, 05002, 05004, 05111, 05113, 05502, 08000
Sexual Harassment Prevention Training Manual for Managers and Supervisors, Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D	All
Training Guides Manual, SFD	#8-1 (Chapter 1 - Pages 3-16 only and Chapter 5 - all); #8-4; #8-5; #18-06; #18-07, #18-08 (excluding Appendix A)
SOGS	General Command Operations; General Fire Operations; High-rise; Derelict Building; Electrical Vault

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at 615-0581 if you have any questions on the bibliography or the exam process.

Emergency Scene Strategy and Tactics: Decision-Making in the Field

- Develops emergency scene strategy
- Directs implementation of tactics to support strategy
- Implements Incident Command System (ICS)
- Upon arrival, performs independent size up and risk benefit analysis
- Directs actions of subordinates in emergency situations
- Maintains accountability for assigned personnel
- Implements and maintains safety procedures
- Plans and makes decisions in emergency and rapidly changing situations
- Solicits input from subordinates in order to make informed decisions
- Implements current tactical procedures and policies
- Applies knowledge of building construction in relation to a fire incident
- Implements proper radio and communication procedures
- Responds safely to emergencies calls

Resource Management

- Manages personnel to accomplish Department objectives
- Promotes cooperation among subordinates
- Ensures proper maintenance of facilities and equipment
- Analyzes, organizes, and schedules work to accomplish Department programs

Program Management

- Researches and develops new programs
- Effectively interacts with contractors, vendors, and other agencies to accomplish desired objectives
- Researches and develops new projects
- Manages Special Events
- Communicates effectively with others verbally and in writing

Supervision of Personnel

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Provides direction and instructions to subordinates; explains objectives and expectations
- Provides performance feedback to subordinates
- Counsels employees to improve performance
- Delegates tasks, taking into account strengths of each team member
- Implements personnel related department policies and procedures
- Displays understanding and support of the needs of subordinates
- Conducts supervisory investigations
- Reviews employee training and readiness
- Communicates effectively within the guidelines of the Race and Social Justice Initiative
- Investigates employee concerns and grievances

- Identifies and addresses workplace conflicts
- Responds appropriately to concerns and makes referrals to supporting agencies

Emergency Medical Response

- Manages emergency medical services of assigned personnel
- Maintains supervisory skill level of EMS personnel
- Provides direction and support to patients and family members at scene of emergency
- Supervises safety at EMS alarms

Writing reports and maintaining records

- Completes department forms and required documentation
- Prepares objective, accurate, organized reports within required timeframes
- Maintains accurate records

Fire Prevention Inspections

- Ensures inspections are completed within required timeframes
- Stays current on knowledge of code requirements and fire prevention inspection programs
- Monitors quality of inspections done by subordinates
- Provides guidance to subordinate officers conducting fire prevention inspections

Public Relations

- Enforces fire/life safety codes in a positive manner explaining safety needs and consequences
- Responds to complaints from the public
- Establishes interface with public and private agencies
- Communicates in various public settings
- Positively represents the Department at community events and activities

Training

- Conducts training sessions which accomplish Department objectives
- Ensures adherence to Department safety standards
- Ensures proper documentation of training
- Builds teamwork through training
- Seeks optimal performance among subordinates and, when appropriate, addresses shortcomings to improve overall work performance
- Supervises training conducted by subordinates
- Develops the knowledge, skills, and abilities of subordinates

Working within Chain of Command

- Communicates with higher ranking officers, other officers, and subordinates
- Supports management requirements, objectives, and policies
- Projects positive attitude towards changes in priority
- Expresses concerns of subordinates to management

Time Management

- Accomplishes tasks by setting and following priorities
- Handles interruptions, re-prioritizing work as necessary
- Plans and organizes upcoming projects
- Adapts to changing situations and expectations
- Manages time effectively to complete assigned duties

Physical Fitness

- Sets good example by maintaining physical fitness

Commitment to the Department

- Strives for the best possible performance
- Takes initiative to improve knowledge
- Initiates improvement through positive changes
- Willingness to participate in special projects and community activities

Leadership, Motivation, and Ethics

- Represents the Department in a positive, ethical manner
- Inspires enthusiasm and confidence in others
- Motivates others by setting a positive example
- Demonstrates SFD leadership principles of trust, competency, and vision