



City of Los Angeles

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City of Los Angeles Personnel Department

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FIRE ASSISTANT CHIEF

Class Code: 2166

Open Date: 06-15-12

ANNUAL SALARY

\$149,542 to \$175,976

(The above salary takes effect on July 1, 2012.)

REQUIREMENT

Two years of full-time paid experience as a Fire Battalion Chief in the Los Angeles Fire Department by January 28, 2013. Under the policy of rounding experience to the nearest full month, continuous service beginning on or before February 12, 2011 meets the requirement. Candidates cannot be appointed until the full experience requirement has been met.

NOTE:

Special Instructions: "A" shift, "B" shift, and "C" shift personnel, and candidates on special duty assignments ("D" shift) must indicate their **Shift Assignment** as the on-line instructions specify.

WHERE TO APPLY

Applications WILL ONLY BE ACCEPTED ON-LINE. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at: <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 5, 2012.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weights: Record of Personal Accomplishments. 25%
Interview 75%

The Record of Personal Accomplishments may examine candidates' knowledge, skill, and ability in the areas of: human relations and personnel management; administrative and supervisory skills; leadership ability; analytical ability, including problem solving and decision-making; department goals, operating principles, mission, and core values; community relations; written communication skills; and other related knowledge, skills and abilities as demonstrated by their personal accomplishments. Candidates will be required to respond to questions regarding their personal accomplishments in an essay format in a one-half day session that will be held in Los Angeles on **SATURDAY, JULY 28, 2012**. All candidates who complete their Record of Personal Accomplishments will be invited to participate in the interview.

In the interview, candidates may be examined on knowledge of fire suppression and emergency medical and rescue operations management; the LAFD organization, operations, functions, emergency operations, and field activities; community relations; administrative and supervisory skills; human relations and personnel management; leadership ability; analytical ability; interpersonal and oral communication skills; and other related knowledge, skills and abilities.

APPOINTMENT:

Appointment to this position is subject to a one-year probationary period under the provisions of Section 1011 of the City Charter.

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. This examination is based on a content validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
3. Candidates will accrue seniority credit at the rate of 0.10% of a point for each year of continuous service as a Fire Battalion Chief. A maximum of one point will be added to the score of those candidates.
4. A final average score of 70% is required to be placed on the eligible list.
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON A DEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.