

# **New Jersey Department of Personnel**

## **First and Second Level Fire Supervisor 2007 Administration Orientation Guide**

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## *Introduction*

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2007 First and Second Level Fire Supervisor examinations. The information in this booklet is designed to help candidates better understand the testing process and the types of questions they will encounter on these examinations. The examinations will be designed utilizing the information obtained from the job analyses for each of these levels. We encourage candidates to use this guide and take advantage of all opportunities to prepare for the examination. Please note that suggestions made in this guide are not exhaustive. To view information regarding the general testing process, please review the 1<sup>st</sup> and 2<sup>nd</sup> Level Fire Supervisor General Orientation Guide, which can be found at <http://www.state.nj.us/personnel/jobs/guides.htm>.

### *What is a 1<sup>st</sup> or 2<sup>nd</sup> Level fire Supervisor?*

Fire departments across the state of New Jersey have different organizational structures depending on the needs of each jurisdiction. In some departments, First Level Supervisors are called Fire Lieutenant; in others, they are called Fire Captain. Some departments utilize both titles. For this reason, the Department of Personnel has developed two separate test instruments, one to address First Level Supervision and one to address Second Level Supervision. When departments use both titles, Fire Lieutenant is considered the First Level Supervisor and Fire Captain is considered the Second Level Supervisor. In departments where Fire Lieutenants are not used, Fire Captains are the First Level Supervisors. On the next page are the First and Second Level Officer designations listed by jurisdiction and symbol for the 2007 testing cycle.

**Fire Captain/ Lieutenant 2007/08 Cycle**

<b>1st Level Jurisdiction</b>	<b>Symbol</b>	<b>2nd Level Jurisdiction</b>	<b>Symbol</b>
Atlantic City	PM3562J	Belleville	PM3580J
Belleville	PM2631J	Bloomfield	PM3581J
Bergenfield	PM2632J	Clifton	PM3583J
Bloomfield	PM2633J	Hackensack	PM3587J
Bordentown Twp FD #1	PM3582J	Hamilton FD #3	PM3589J
Bridgeton City	PM2634J	Jackson FD #3	PM3595J
Camden	PM3563J	Margate City	PM3597J
Cape May City	PM2635J	Mt Laurel Twp FD#1	PM3598J
Cinnaminson FD #1	PM2636J	New Brunswick	PM3567J
Clifton	PM2637J	Passaic	PM3569J
Deptford Twp FD #1	PM3584J	Perth Amboy	PM3601J
Dover	PM3585J	South Orange	PM3603J
East Orange	PM3564J	Teaneck	PM3604J
Elizabeth	PM3565J	Union	PM3605J
Gloucester Twp FD #6	PM3586J	Ventnor	PM3606J
Hackensack	PM2638J	Vineland	PM3607J
Hamilton FD #2	PM3588J	Voorhees Twp	PM3608J
Hamilton FD #5	PM3590J		
Hamilton FD #6	PM3591J		
Hamilton FD #7	PM3592J		
Harrison	PM3593J		
Hillside	PM3594J		
Hoboken	PM3566J		
Jackson FD #3	PM2699J		
Jersey City	PM2567J		
Kearny	PM3596J		
Margate City	PM2639J		
Mt Laurel FD #1	PM2640J		
New Brunswick	PM2564J		
Newark	PM3568J		
North Hudson Regional	PM2641J		
North Wildwood	PM2642J		
Nutley	PM2648J		
Orange	PM3600J		
Passaic	PM2565J		
Paterson	PM3570J		
Pennsauken	PM2643J		
Plainfield	PM2566J		
Rahway	PM3602J		
Teaneck	PM2644J		
Trenton	PM3571J		
Union Twp	PM2645J		
Ventnor	PM2646J		
Vineland	PM3607J		
Voorhees Twp	PM2668J		
Wildwood	PM3609J		

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### *When and where will the written examination be held?*

The 1<sup>st</sup> & 2<sup>nd</sup> Level Supervisor Written Multiple Choice examinations will not be administered as previously expected in November 2007. The **tentative test** date for the administration of the 1<sup>st</sup> Level Supervisor Written Multiple Choice examination is **January 26, 2008**. The **tentative test** date for the administration of the 2<sup>nd</sup> Level Supervisor Written Multiple Choice examinations is **January 17, 2008**. In the event that there are difficulties scheduling the examinations, these dates may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date. These notices will show the date, time, location, and examination room. Candidates are to bring the notification card, two forms of identification, and two No. 2 pencils to the examination center. Pens and highlighters are optional. **Please note: The Department of Personnel will update this guide should the test date change.**

Please note that candidates are **NOT PERMITTED** to bring cellular phones, pagers, recording devices, etc., into the test center. Please leave any such device in your vehicle. Possession of any of these prohibited devices inside of the examination center may result in disqualification. In addition, briefcases and other personal items should also be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed or distracted.

### *How is the examination developed?*

Job analyses were conducted to identify the knowledge, skills, and abilities that are necessary to perform in each title (Fire Lieutenant and Fire Captain) at a minimally acceptable level. A job analysis is the process of critically examining job components in order to provide a functional description of a job. As a part of the job analyses, staff from the Department of Personnel visited various fire departments throughout the state. They gathered information about the job through interviews and observations of on-the-job activities of incumbent (permanent) Fire Captains and Lieutenants. Based on these job analyses, several work components, with their corresponding test content areas, were identified. Each examination has been developed around the work components, found to be most critical to the specific level.

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### *What are the test content areas?*

#### **Written Multiple-Choice Examination**

The written multiple choice examination items are designed to measure behaviors in specific knowledge areas determined by New Jersey First and Second Level Fire Supervisors to be critical for effective performance. The following knowledge areas will be assessed by the written examination:

##### **A) First Level Supervisor**

***Fire Size-Up*** – Critical knowledge area relating to all aspects of fire size-up.

***Fire Behavior & Structures*** – Critical knowledge area relating to fire characteristics and structural consequences because of fire.

***Fireground – Technical Knowledge*** – Critical knowledge area relating to fire ground procedures and tactics involved in fire fighting.

***Supervision*** – Critical ability to address interactions between fire personnel, the public, and other emergency scene personnel.

##### **B) Second Level Supervisor**

***Fireground – Technical Knowledge*** – Critical knowledge area relating to fire ground operations and management.

***Fireground – Building Construction*** - Critical knowledge area relating to various types of building construction.

***Fireground – First Aid & Safety Precautions*** – Critical knowledge area relating to safety on the fire ground.

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### Oral Assessment Exercises

The oral assessment exercises are designed to measure behaviors in specific knowledge and ability areas determined by New Jersey First and Second Level Fire Supervisors to be critical for effective performance. The following knowledge and ability areas will be evaluated by the oral assessment exercises:

#### A) First Level Supervisor

***Fire ground Size-Up*** – Critical ability area relating to evolving fire conditions and fire hazards that can affect fire ground operations.

***Fire Search and Rescue*** – Critical knowledge and ability areas relating to safe and effective rescue tactics.

***Citizen Safety*** – Critical knowledge and ability areas relating to procedures to safeguard citizens and firefighters.

***Fireground Decisions & Command*** - Critical ability area relating to planning fire ground operations based on building condition.

***Supervision*** – Critical ability to address interactions between fire personnel, the public, and other emergency scene personnel.

***Oral Communication*** – Critical ability relating to communicating clearly and concisely.

#### B) Second Level Supervisor

***Fireground - Assessing Risk*** - Critical knowledge and ability areas relating to assessing safety risks involved in fire buildings.

***Implementing Programs*** - Critical ability area relating to the administration of programs and procedures.

***Fireground – Strategy & Attack Plan*** - Critical ability area relating planning an action strategy at an emergency scene.

***Fireground - Hazmat-Related Knowledge*** - Critical knowledge area relating to Hazmat procedures.

***Oral Communication*** - Critical ability area relating to the ability to communicate clearly and concisely.

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### *Are there study materials that candidates can use to prepare for the examination?*

**PLEASE NOTE:** The Department of Personnel intends to use a book list to assist in the development of these examinations. However, the justification for correct responses will be primarily based on the collective Fire Service knowledge of Subject Matter Experts. In the course of developing these items, care will be taken to ensure that correct answers do not conflict with the sources on the reading list. Please be aware that although all of the source books will be considered in the design of the test, it is possible that not all of the books will be used for examination item development. Please refer to the General Orientation Guide for the reference lists. The general guide can be found at <http://www.state.nj.us/personnel/jobs/guides.htm>.

### *Promotions resulting from the examination*

After the examination is scored, candidates will be ranked according to their final score (a composite of multiple-choice examination score, oral examination, and seniority score). **NOTE: All appointments will be conditional pending resolution of ALL scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**

### *Will make-up candidates take the same examination?*

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills, and abilities that will be measured by the original examination. It will be administered and scored in the same manner as the original examination.

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### *What is the Department of Personnel's public safety testing make-up policy?*

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized **ONLY** in cases of:

- I. Error by the Department of Personnel or appointing authority
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c)
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d)

If you require a make-up examination, please call the Make-up Unit at (609) 292-9467 within 5 days upon receipt of your Notification Card. Candidates with special situations/ADA concerns must contact Marty Berrien at (609) 292-4158 upon receipt of their examination notification in order to requests/discuss special needs.

Please note that all requests for medical make-up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make-up Examination form completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit (609) 292-9467 or is available on the Department of Personnel website at:

[www.state.nj.us/personnel/forms/index.htm](http://www.state.nj.us/personnel/forms/index.htm).



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### ***Conclusion***

This orientation guide attempts to familiarize candidates with aspects of the First & Second Level Fire Supervisor Promotional Examination process. The suggestions provided here are not exhaustive. We encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

***We hope this Orientation Guide has been beneficial.  
GOODLUCK!***

**Note: The subtest areas for the 1<sup>st</sup> and 2<sup>nd</sup> Level Fire Supervisors have NOT been approved by the United States Department of Justice at this time. If changes to the structure of the examination occur, all admitted candidates would be notified of the specific nature of the change via U.S. mail.**