



Civil Service Commission

OFD Assistant Fire Chief Testing Process

Agenda Date: 6/5/2024
Agenda Item Number:
File Number:24-0499

Type: decision **Version:** 1 **Status:** Passed

Title

OFD Assistant Fire Chief Testing Process

Recommended Action

Staff Recommendation:

Move to approve the testing process to establish an Assistant Fire Chief (Training) Register.

Report

Staff Contact:

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Background

The fire department has requested an Assistant Fire Chief (Training) register. The department has one vacancy in 2024.

The proposed testing process includes an application, a written assignment, and an oral interview. The writing assignment is weighted at 30% and the oral interview is weighed at 70% of final score. The assessor panel will be a combination of department staff, City staff and community members.

Findings:

An Assistant Fire Chief Promotional Register is needed to fill one vacancy in the fire department. The proposed testing plan will evaluate the knowledge, writing skills, and motivation of candidates to perform the classification.

Policy Reference:

City of Olympia Civil Service Rule IV, Examinations