

CITY OF BROOKLYN, OHIO
PROMOTIONAL FIRE LIEUTENANT ANNOUNCEMENT
TO BE POSTED AND READ AT EACH SHIFT

Public notice is hereby given by the Civil Service Commission of Brooklyn, Ohio, of a competitive examination for the eligibility list for the position of **FIRE LIEUTENANT** in the service of the City of Brooklyn, Ohio.

Applications must be made on the regular Civil Service promotional application form obtainable at City Hall (during normal business hours), 7619 Memphis Avenue, Brooklyn, Ohio 44144 and the City of Brooklyn website at www.brooklynohio.gov. Completed application and copy of photo identification must be returned no later than 4:30 p.m. eastern standard time Friday, September 5, 2014 to JoAnn Haig, Acting Civil Service Secretary, City Hall. Applications may also be returned by email to jhaig@brooklynohio.gov no later than the specified deadline.

QUALIFICATIONS:

No person in the Division of Fire shall be permitted to test for a promoted position in a higher rank who has not served at least (48) forty-eight months in the next lower rank, not including the probationary period.

TYPE OF EXAMINATION:

There will be a written and assessment center evaluation. Please see evaluation procedures on page 3.

DATE, TIME AND LOCATION:

Written Exam – Monday, October 20, 2014 at 6:00 p.m.
Brooklyn Mayor’s Court Room.

Assessment Center Exam - Saturday, November 22 or Sunday, November 23, 2014 - City Hall Conference Room (notice to follow successful completion of written exam)

REVIEW OF WRITTEN EXAM:

The testing company will have a representative available for written exam question protests on Wednesday, October 22, 2014. You may schedule an appointment by calling JoAnn Haig at 216-635-4210.

Civil Service Rule XIII, Section 5. Inspection and Grading of Examination Papers. A. Notification of Initial Results; Appeals. A written report of the grades of the applicants shall be submitted by the testing entity to the Civil Service Commission, and results posted. After any promotional competitive examination had been held and after the initial grading of examination papers, and participant in the examination who considers the participant’s examination papers to have been erroneously graded shall have the right to appeal to the Commission. Such appeal must occur within five (5) business days following the initial posting of grades, be in writing, contain the authority relied upon, and shall remain anonymous to the Commission. All appeals with respect to grading shall be determined by the Commission within a period of not more than five (5) business days following the date on which the final protest is received, exclusive of Saturdays, Sundays and holidays; and the Commission’s decision shall be final.

SENIORITY CREDIT:

Credit for seniority shall equal, for each of the first four years of service, 1% of the total grade attainable in the promotional examination; and, for each of the fifth through fourteenth years of service, six-tenths of one percent (.6%) of the total grade attainable. (e.g. An individual passing an examination with 10 years of service would be credited 4% for years 1-4, plus 3.6% for years 5-10, for a total of 7.6% seniority credit of the total attainable score. On a 100 point exam, this would yield 7.6 points seniority credit.) Seniority credits allowed only for BROOKLYN time of service.

EXAMINATION RESULTS:

Each applicant will be notified of the final results of the examination as soon as available.

Following is the recommended list of study texts for the Fire Lieutenant Promotional Examination:

- 1) **FIRE OFFICERS HANDBOOK OF TACTICS (3rd Edition)**
John Norman

ISBN # 978-1-59370-061-4

Available from: www.pennwellbooks.com / www.emergencystuff.com / www.amazon.com
- 2) **SAFETY AND SURVIVAL ON THE FIREGROUND**
Vincent Dunn

ISBN # 978-0-912212-23-4

Available from: www.pennwellbooks.com / www.amazon.com
- 3) **BUILDING CONSTRUCTION RELATED TO THE FIRE SERVICE (3rd Edition)**
IFSTA

ISBN # 0-87939-371-7

Available from: www.ifsta.org / www.amazon.com
- 4) **STANDARD OPERATING PROCEDURES OF THE BROOKLYN FIRE DEPARTMENT**
Current as of August 29, 2014
- 5) **GENERAL ORDERS OF THE BROOKLYN FIRE DEPARTMENT**
Current as of August 29, 2014
- 6) **FIRE AND EMERGENCY SERVICES COMPANY OFFICER (4th Edition)**
IFSTA

ISBN # 0-87939-281-9

Available from: www.ifsta.org / www.emergencystuff.com / www.amazon.com