



CITY OF  
**Tulsa**  
A New Kind of Energy™

CITY OF TULSA  
TULSA FIRE DEPARTMENT

**REQUEST FOR PROPOSAL  
TAC 857**

***PROFESSIONAL CONSULTING SERVICES FOR  
TULSA FIRE DEPARTMENT  
PROMOTIONAL TESTING  
(918-85)***

Submit proposals to:  
Office of the City Clerk  
City of Tulsa  
175 E. 2<sup>ND</sup> St.  
Suite 260  
Tulsa, OK 74103

**I. STATEMENT OF PURPOSE:**

With this Request for Proposal (RFP), we are searching to secure a vendor to conduct a comprehensive review of the promotional procedures for non-entry level sworn ranks of the Tulsa Fire Department.

Several factors have precipitated the need for such a study to be undertaken. The City of Tulsa is mandated to select and promote individuals in compliance with a variety of state and federal statutes, and other equal employment opportunity/affirmative action provisions.

Additionally, in the area of public safety, it is absolutely essential that the most qualified persons be selected to safeguard and protect the citizens of Tulsa. These objectives can be achieved only by ensuring that the components of the promotional processes are valid and up-to-date.

There are an abundance of technical, professional and legal guidelines pertaining to the development and use of promotional procedures. The City of Tulsa needs to conduct a comprehensive review and analysis of the promotional procedures in use by the Tulsa Fire Department to ensure that they are in compliance with the appropriate statutory requirements and that they are consistent with these guidelines and current professional practices.

In addition, the selected vendor will be responsible for administration of said promotional procedures for each rank of the Tulsa Fire Department within the timeframes established by the current internal procedures.

In 1994, an extensive job analysis and validation study was completed for the Tulsa Fire Department. One of the issues to be addressed in your response to this RFP is whether it is time for another comprehensive job analysis and validation study.

We enthusiastically look forward to receiving your proposal.

## II. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

### A. General Requirements

1. The sealed proposal must be received by **March 31, 2010 by 5:00 PM (CST)**. Please place proposals in an envelope or box clearly labeled "RFP 09-743 Professional Services for Tulsa Fire Department Promotional Testing."
2. Proposals must be sent to:  
  
**Office of the City Clerk  
City of Tulsa  
175 E. 2<sup>nd</sup> St.  
Suite 260  
Tulsa, OK 74103**
3. All interested Respondents are required to register with the Buyer, **Cathy D. Evans**, in order to receive updates, addenda or any additional information required. The City is not responsible for any failure to register.
4. Inquiries to the Buyer requesting clarification regarding the Request for Proposal or the content therein must be made via e-mail and must be received prior to the end of the business day on **March 22, 2010**.

**Cathy D. Evans, Senior Buyer  
cdevans@cityoftulsa.org**

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only clarification of instructions or specifications, it will be handled via e-mail. If any question results in a material change or addition to the RFP the changes or additions will be forwarded to all registered Respondents as quickly as possible by addendum.

5. Respondents shall designate a contact person, with appropriate contact information, to address any questions concerning their proposal. The Respondents shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute the contract on the Respondent's behalf.

**B. General Notifications**

1. The City of Tulsa notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
2. All proposing entities shall comply with the Americans with Disabilities Act (ADA) and all proposals and a subsequent contract, if any, shall include the following statement:

“The Respondent shall take the necessary actions to ensure its facilities are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the Respondent is not a program or activity of the City of Tulsa. The Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.”

3. The City of Tulsa also notifies all Respondents that the City has the right to modify the proposal and final selection of work product requirements as needed.
4. Although it is the City’s intent to choose only the most qualified Respondents to interview, the City reserves the right to choose any number of qualified finalists for interview and/or final selection.
5. This Request for Proposal does not commit the City of Tulsa to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

### **III. SCOPE OF WORK**

- A.** Reviewing and compiling pertinent local, state, and federal statutes, laws and other legal mandates.
- B.** Reviewing existing promotional policies in the Tulsa Fire Department to determine the need for development and validation of competitive promotional assessment instruments for each specific rank.
- C.** Reviewing promotional procedures for all non-entry level Tulsa Fire Department ranks, including but not limited to reviewing assessment instruments (i.e. written examinations, performance ratings, etc.), and formulating administrative procedures.
- D.** Developing and administering promotional assessment instruments ( including but not limited to written tests and assessment centers) for all non-entry level Tulsa Fire Department ranks within the timeframes required by current internal procedures.
- E.** Providing administrative support for each promotional exam regarding assessor travel arrangements and per diem payments. Actual costs of assessor travel will be billed to the City of Tulsa by the respondent. The City of Tulsa will stipulate processes to ensure the cost of these expenses are reasonable and customary and will require approval of all assessor travel costs prior to booking of said travel.
- F.** Providing administrative personnel to administer each promotional exam and assessment center.
- G.** Providing training to the City of Tulsa Human Resources Department and Tulsa Fire Department in the promotional processes.
- H.** Providing a promotional system that addresses affirmative action concerns and minimizes the potential for adverse impact.
- I.** Describing the procedures the proposer will use in administering all exams.
- J.** Specifically addressing whether a comprehensive job analysis or updating the previous job analysis is needed for each sworn pay grade in the Tulsa Fire Department. If it is determined such a comprehensive analysis is not needed the proposer *must* specifically address the reasons such a decision was made. If it is determined such a comprehensive analysis is needed the proposer *must* specifically address the reasons such a decision was made. A detailed description of how this issue will be determined must be included.
- K.** Describing the methods used to conduct a possible job analysis including any differences for the different ranks. The difference between a comprehensive job analysis and any currency analyses or updates, and the potential impact of the use of any of these methods must be addressed.

L. Conducting a comprehensive job analysis or updating the previous job analyses of the following sworn pay grades in the Tulsa Fire Department:

- FD-02 – Fire Equipment Operator
- FD-03 – Captain
- FD-05 – District Chief
- FD-06 – Assistant Chief
- FD-07 – Deputy Chief/Fire Marshall

**IV. TIME FRAME FOR REVIEW:**

It is anticipated the contract will be signed as soon as possible after an award recommendation is made. The City will provide a schedule detailing significant milestones and reviews as well as specific product delivery date(s). The consultant will provide the City Human Resources Department with a monthly progress report to apprise them of the progress made during the term of the contract.

**V. BACKGROUND:**

The City of Tulsa employs approximately 700 individuals in sworn firefighting positions. The rank structure and number of non-entry level positions achieved through competitive promotional processes are as follows:

- FD-02 Fire Equipment Operator - 156
- FD-03 Captain - 147
- FD-05 District Chief - 24
- FD-06 Assistant Chief - 4
- FD-07 Deputy Chief/Fire Marshal - 3

The current promotional process for the rank of Fire Equipment Operator consists of a combination of written examination, seniority, and the previous successful completion of a manual skills assessment. The current promotional process for the ranks of Captain and District Chief consist of a combination of seniority, a written examination, and an oral assessment center. The current process for the ranks of Assistant Chief and Deputy Chief consist of the oral assessment center.

Background information outlining current internal procedures and timelines required are provided with this RFP.

## **VI. DELIVERABLES:**

The products, reports, and plans to be delivered to the City will include:

- A.** A comprehensive job analysis or update of the previous job analysis of all sworn pay grade in the Tulsa Fire Department deemed necessary. At the conclusion of any job analysis, the contractor will be expected to provide a full report. This report will include a complete description of the methodology, data collection, sample size and descriptive statistics. The final report for the project should be written consistent with the format in the Uniform Guidelines on Employee Selection Procedures (1978) appropriate for the validation strategy used.
- B.** A review of all promotional procedures for all non-entry level Tulsa Fire Department ranks including assessment instruments (i.e. written examinations, performance ratings, etc.) and formulation of administrative procedures.
- C.** A review of existing promotional policies in the Tulsa Fire Department to determine the need for development and validation of competitive promotional assessments for each rank.
- D.** Development and administration of promotional assessment instruments (including but not limited to written tests and assessment centers) for all non-entry level Tulsa Fire Department ranks within the timeframes required by current internal procedures.
- E.** Administrative support for each promotional exam regarding assessor travel arrangements and per diem payments for assessors. The City of Tulsa will stipulate processes to ensure the cost of these expenses are reasonable and customary.
- F.** Administrative personnel to administer each promotional exam and assessment center and a detailed procedure to be used in the administration of all exams.
- G.** Final summary report of all promotional exams within the timeframes established by current internal procedures.
- H.** Training for the City of Tulsa Human Resources and Tulsa Fire Department in the promotional processes.
- I.** A promotional system that addresses affirmative action concerns and minimizes the potential for adverse impact.
- J.** Progress Reports on a monthly basis outlining: scope of work completed to date; scope of work completed during the month; comparison of work completed to work scheduled for completion in time period; summary statement of project progress and proximity to time and cost schedules.

- K. Legal defense of each promotional process for the Tulsa Fire Department in any consequent litigation, grievance or complaint. This defense will include up to twenty (20) hours of providing requested information, statistical information, analysis of information, consultation or expert testimony. Hours required beyond the twenty (20) hours will be billed at the rate provided on the attached price sheet.

**VII. FIRM AND PROPOSAL REQUIREMENTS**

To be considered, interested firms should submit or address the following:

- A. One (1) original and eight (8) copies of the proposal, including all exhibits, pertinent work samples and reference materials required by the Request for Proposals.

- B. Proposal is to be submitted in three (3) parts in the order listed and should use the following headings for section titles:

**1. Letter of Transmittal shall include:**

- Name and address of the primary contractor.
- Name, title, and phone number of the individual authorized to commit the contractor to the contract.
- Name, title, and phone number of the individual to be contacted regarding the Request for Proposals response.
- Name, address, and phone number of any proposed sub-contractors.
- Name, address, and phone number of three (3) applicable references.

**2. Technical Response shall include:**

- An Index
- An Executive Summary describing significant features of the proposal including technical strategies anticipated and the proposer's relevant experience.
- A Work plan providing a detailed description of how the proposer intends to achieve the "Scope of Work" components of the Request for Proposals, including major steps in the process, key personnel to be involved, and anticipated completion dates for major segments of this project. This section should also indicate which City of Tulsa resources, if any, will be required throughout the course of the project.
- A Contractor Background Statement including the name and address of the proposing organization and any sub-

contractors, and a description of any relevant litigation in which the proposer is currently, or has been previously involved.

- A Contractor Qualifying Statement demonstrating the proposer's qualifications including: a description in the form of a detailed resume of all persons that will be involved in the project; and a statement of the relevant experience of the proposer (and any anticipated sub-contractors) including jurisdiction contact names and addresses where similar studies have been completed indicating why the proposer(s) are qualified to undertake this project.

**3. Financial Supplement** using the price sheet included within this RFP shall include:

- A breakdown of costs and expenses for each major step of the project (as detailed as possible).
- A breakdown of costs and expenses per promotional exam for each fire non-entry level rank, including a breakdown of costs within each exam.
- A breakdown of administrative costs and expenses per promotional exam for proposer arranging all assessor travel, hotel accommodations and per diem payments.
- Estimates of personnel costs broken down by consultant hours, administrative support, and other personnel hours.
- Estimates of all other costs such as computer time, office supplies, travel expenses, etc.

Proposers should include in their Financial Supplement possible options to minimize costs, including tasks that may alternatively be performed by the City or resources that the City might provide that might otherwise be provided by the proposer.

- C.** Each page of the proposal shall be numbered consecutively from the beginning of the proposal through and including all appended material and exhibits.
- D.** To ensure that this project be completed in a timely manner, the City requires that the selected Respondent perform steps concurrently to expedite results.
- E.** At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the proposal.
- F.** Any expenses incurred by the Respondent(s) in appearing for an interview or in any way in providing additional information as part of the response to this Request for Proposals are solely the responsibility of the Respondent.

The City of Tulsa is not liable for any costs incurred by Respondents in the preparation of proposals or any work performed by the Respondent prior to the approval of an executed contract by the City of Tulsa.

**VIII. EVALUATION OF PROPOSALS:**

A selection panel consisting of the Fire Chief, a Fire Department Personnel Committee representative, Union representative, Human Resources Director, Personnel Director, Police and Fire Testing Coordinator and City Purchasing Agent will evaluate proposals. Selection shall be determined to be in the best interest of the City as evaluated by the City of Tulsa. The approval of the selected firm will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the successful Respondent.

**IX. AWARD OF PROPOSAL:**

The City shall evaluate proposals based on those criteria identified in the Mayor's Executive Order No. 90-08 as factors to be considered in the review of proposals including:

- A. Professional qualifications, specialized experienced and technical competence of the personnel assigned with respect to the types of service required;
- B. Capacity and capability of the firm with respect to such factors as cost control, quality of work and ability to meet deadlines;
- C. Record of past performance with the City and other jurisdiction; (please provide references).
- D. Proximity to and familiarity with the area of service;
- E. Qualifications and experience of the managing professional and key staff professionals selected for the project;
- F. Experience of the professional and technical staff with respect to the magnitude of the assignment;
- G. Financial standing.

**X. MISCELLANEOUS**

- A. Your response to this RFP and any subsequent correspondence related to this proposal process will be considered part of the contract, if one is awarded to you.
- B. All data included in this RFP, as well as any attachments, are proprietary to the City of Tulsa.

- C.** The use of the City of Tulsa's name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.
- D.** Your proposal must clearly indicate the name of the responding organization, including the firm's e-mail address and web site information, if applicable, as well as the name, address, telephone number and e-mail address of the organization's primary contact for this proposal. Your proposal must include the name, address, telephone number and e-mail address of the consultant and/or team of consultants assigned to the City account.
- E.** The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.
- F.** The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics, see the provisions of the City of Tulsa Open Records Policy, available via the following link:

[www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf](http://www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf)

Further, your company will be bound to comply with the provisions set forth in this RFP unless any and all deviations are explicitly stated in your proposal. The City shall not infringe upon any intellectual property right of any vendor, but specifically reserves the right to use any concept or methods contained in the proposal. The City shall not be under any obligation to return any materials submitted in response to this RFP.

- G.** The City expects to enter into a written Agreement (the "Agreement") with the chosen vendor that shall incorporate this RFP and your proposal. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Please refer to general contract terms on pages 17 and 18 of this document.
- H.** Attached are copies of Tulsa Fire Department Administrative Operating Procedures regarding testing material and promotional testing procedures for reference in preparing the Request For Proposal. These procedures are subject to change at any time.

# NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:

**(Seller's Authorized Agent)**

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Respondents and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Respondents in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between Respondents and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**



## Price Sheet Summary

**Note: Prices are inclusive of all employer related taxes, workers' compensation, and any benefits provided. The consultant will be responsible for all of these costs. The consultant will provide proof of workers' compensation insurance.**

### **WRITTEN EXAMINATION** **\$COST**

Review of all pertinent job information and designated reading material

Development of written examination (maximum 120 questions)

Additional cost of written exam questions beyond 120 (per question)

Orientation/Information session for candidates

On site examination administration and scoring

Summary/Final Report

Other:

Other:

Other:

Other:

Other:

**TOTAL FOR WRITTEN EXAMINATION:**

**\$**

### **ASSESSMENT CENTER** **\$COST**

Assessment center development

Orientation/information session for candidates

Assessor recruitment

Administrative support for assessor travel (booking airfare, arranging hotel, paying per diem in advance)

On-site assessor training

Assessment center administration

Score/Performance feedback summary for individual candidates

Summary/Final Report

Other:

Other:

Other:

Other:

Other:

**TOTAL FOR ASSESSMENT CENTER:**

**\$**

### **JOB ANALYSIS** **\$COST**

Research of job information

On site research (ride-alongs, interviews, etc.)

Creation of job analysis questionnaire

On site administration of job analysis questionnaire  
Analysis of questionnaire data and final report/recommendation  
Other:  
Other:  
Other:  
Other:  
Other:

**TOTAL FOR INDIVIDUAL JOB ANALYSIS FOR EACH RANK/GRADE\*:** \$

**\*For cost evaluation purposes, an assumption is made that all ranks/grades will be analyzed. The City reserves the right to adjust quantities and not perform job analyses on all ranks/grades.**

**PROMOTIONAL PROCESS STUDY** **\$COST**

Review of promotional procedures and legal mandates  
Recommended revisions to current promotional process  
Necessary training for Human Resources and Fire Department personnel  
Final Report  
Other:  
Other:  
Other:  
Other:  
Other:

**TOTAL FOR PROMOTIONAL PROCESS STUDY:** \$

**VALIDATION STUDY** **\$COST**

Site visits  
Interviews with personnel  
Review of existing job performance measures/development of new measures  
Data collection  
Data analysis  
Final Report  
Other:  
Other:  
Other:  
Other:  
Other:

**TOTAL FOR VALIDATION STUDY:** \$

**MISCELLANEOUS EXPENSES** **\$COST**

Legal expenses beyond 20 hours per promotional process – per hour rate  
Other:  
Other:  
Other:

Other:  
Other:

**Please indicate by asterisk (\*) which components above could be completed by City of Tulsa staff to reduce or eliminate costs and what the adjustment would be.**

**It is expected all travel and accommodation costs incurred by the contractor's staff members will be at a reasonable and customary amount with a maximum cost per day to be determined by the City.**

## City of Tulsa General Contract Terms

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It is anticipated that the City of Tulsa will enter into a contract with the selected vendor for an initial term of one (1) year from the date of its execution by the City's Mayor, with an additional one-year renewal available at the option of the City. All contracts entered into by the City of Tulsa shall include, but not be limited to, the following general terms:

1. **Renewals.** Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Contractor understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability.** Contractor shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.
5. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
6. **No Confidentiality.** Contractor understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
7. **Compliance with Laws.** Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor is responsible for any costs of such compliance. Contractor shall be responsible for complying with all applicable federal, state and local laws, including but not limited to U.S. immigration laws.

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Contractor shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.

**The undersigned agrees to the inclusion of the above provisions, among others, in any contract with the City of Tulsa.**


Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

	ADMINISTRATIVE OPERATING PROCEDURES	09-07
	ADMINISTRATIVE ORDER November 3, 2009	Page 1 of 4

Administrative Order 09-07 replaces 08-04, effective November 3, 2009, and replaces all prior Testing Material lists. The Personnel Committee may amend testing material sources not less than sixty (60) days prior to any examination. Amended material will be provided to all station locations sixty (60) days prior to the examination. Listing of a section/chapter should be construed to mean that all subsections and other material within that section/chapter are testable, unless otherwise specifically listed as deleted.

## FD-02 Testing Material

**A.O.P. 2007** Sections 101, 102, 104, 111, 112, 113, 114, 115, 200, 300, 400, 508, 600, 702, 708.

**Delete** 206.21, 211, 212, 218.4, 224.3, 230, 235.1, 235.12 (replaced by 08-06), 236, 238, 239, 302.1, 302.2, 302.6, 304.2, 304.3.2, 308.41, 310 (replaced by 09-01), 406.1, 406.711 through 406.713, 406.73, 406.74, 408 (replaced by 09-02), 409.1 through 409.6, 610.62, 611.24 & 611.41 (replaced by 08-05), 614, 616, 618, and 619.

**Administrative Orders** 08-05 (Seatbelts), 08-06 (Callback - re: Leave), 09-01 (Energy Policy), 09-02 (DC's pre-assigned talk-groups.)

**EOG** Sections 100–300  
**Delete** 100.3.16


**EOG Amendments:** EA 2009-4 (Replaces 100.3.16)

Current **Collective Bargaining Agreement** between IAFF Local 176 and the City of Tulsa:  
**Delete:** Article 7, 8, 9, 12, 13, 18, 24, 39 and Section 21.7 - 21.11

IFSTA **Aerial Apparatus Driver/ Operator Handbook** 1<sup>st</sup> Edition Chapters 5-9  
**Delete** from "*Manual Stabilizers*" on page 150 through end of Chapter 6.

IFSTA **Fire Ground Support Operations** 1<sup>st</sup> Edition Chapters 1-12  
**Delete** all case studies in lavender shaded boxes. Section - "Perimeter Control" on page 228-229 inclusive of figures 10.6 and 10.27. Section - "Controlling Elevators," pp. 244-245.

IFSTA **Fire Service Search & Rescue** 7<sup>th</sup> Edition Chapters 9, 11

	ADMINISTRATIVE OPERATING PROCEDURES	09-07
	ADMINISTRATIVE ORDER November 3, 2009	Page 2 of 4

IFSTA     **Pumping Apparatus Driver  
Operator Handbook**  
2<sup>nd</sup> Edition


Chapters 6, 7, 13, 15

**Delete** flowchart titled “*Operating in Relay*”  
located in Chapter 13

**Delete** table 13.1

**Delete** from “*Specific Foam Concentrates*”  
on page 461 through end of Chapter 15.

**Delete** metric numbers and terminology in all material.

	ADMINISTRATIVE OPERATING PROCEDURES	09-07
	ADMINISTRATIVE ORDER November 3, 2009	Page 3 of 4

## FD-03 Testing Material

**A.O.P. 2007** Sections 101, 102, 104, 111, 112, 113, 114, 115, 200, 300, 400, 508, 600, 702, 708.

**Delete** 206.21, 211, 212, 218.4, 224.3, 230, 235.1, 235.12 (replaced by 08-06), 236, 238, 302.1, 302.2, 302.6, 304.2, 304.3.2, 308.41, 310 (replaced by 09-01), 406.1, 406.711 through 406.713, 406.73, 406.74, 408 (replaced by 09-02), 409.1 through 409.6, 610.62, 611.24 & 611.41 (replaced by 08-05), 614, 616, 618, and 619.

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IFSTA **Fire Department Company Officer**  
4<sup>th</sup> Edition Chapters 1, 3, 4, 5, 6, 10, 13, 17, 21, 26, 31  
**Delete** all shaded boxes at the end of each chapter "Definitions"

IFSTA **Fire Ground Support Operations**  
1<sup>st</sup> Edition Chapters 1-12  
**Delete** all case studies in lavender shaded boxes. Section - "Perimeter Control on page 228-229 inclusive of figures 10.6 and 10.27. Section - "Controlling Elevators," pp. 244-245.

IFSTA **Fire Service Search & Rescue**  
7<sup>th</sup> Edition Chapters 9 and 11

IFSTA **Building Construction Related to the Fire Service**  
2<sup>nd</sup> Edition Chapter 14  
**Delete** all case studies contained in light-blue shaded boxes.

**Delete** metric numbers and terminology in all material.

	ADMINISTRATIVE OPERATING PROCEDURES	09-07
	ADMINISTRATIVE ORDER November 3, 2009	Page 4 of 4

## FD-05 Testing Material

**A.O.P. 2007** Sections 101, 102, 104, 111, 112, 113, 114, 115, 200, 300, 400, 508, 600, 702, 703, 708.

**Delete** 206.21, 211, 212, 218.4, 224.3, 230, 235.1, 235.12 (replaced by 08-06), 236, 238, 302.1, 302.2, 302.6, 304.2, 304.3.2, 308.41, 310 (replaced by 09-01), 406.1, 406.711 through 406.713, 406.73, 406.74, 408 (replaced by 09-02), 610.62, 611.24 & 611.41 (replaced by 08-05), 614, 616, 618, and 619.

**Administrative Orders** 08-05 (Seatbelts), 08-06 (Callback - re: Leave), 08-11 (Court & Jury Leave), 09-01 (Energy Policy), 09-02 (DC's pre-assigned talk-groups.)

**EOG** Sections 100–300  
**Delete** 100.3.16

**EOG Amendments:** EA 2009-4 (Replaces 100.3.16)

Current **Collective Bargaining Agreement** between IAFF Local 176 and the City of Tulsa:  
**Delete:** Article 7, 8, 9, 13, 39 and Section 21.7 - 21.11

**From Buddy to Boss, Effective Fire Service Leadership:** Penwell Publications, Fire Engineering Books, 2006. Chapters 1 – 19  
**Delete** Preface, Conclusion, and Appendix

**Delete** metric numbers and terminology in all material.

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Chief C. Allen LaCrix

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Date



SECTION 800

STANDARD OF TESTS, EXAMINATIONS, EVALUATIONS AND RATINGS

Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
	Table of Contents.....	i
801	Prefix .....	1
802	General Procedures .....	1
	Summary of Test Standards - Table 802.7 .....	9
803	Educational Incentive for FD-03 and Requirement for FD-05, FD-06, FD-07 .....	11
	College Credit Hours Requirements - Table 803.12 .....	13
804	FD-02 .....	15
805	FD-03 .....	16
806	FD-05 .....	18
807	FD-06 .....	20
808	FD-07 .....	21
809	FD-04 .....	22



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801 Prefix

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801 Prefix

- .1 This Section is intended to provide regulations governing eligibility and standards for conducting promotional examinations for the rank of FD-02 through FD-07 and evaluations for the position of FD-04.

802 General Procedures

This section is intended to provide regulations regarding the procedures associated with examinations, evaluations and eligibility standards. Only those regulations that are common to multiple positions are described here. Regulations unique to each position are presented in Sections 804 through 809. Regulations regarding educational requirements for FD-03, 05, 06, and 07 are presented in Section 803.

.1 Performance Appraisal Rating Procedures

- .11 Job performance ratings will be ascertained annually by two (2) superior officers in the best positions to have observed the applicant's on-the-job performance, generally the applicant's immediate supervisor and next level supervisor.
  - .111 If the applicant has moved from one chain of command to another within the past ninety (90) days, the applicant will be rated by the supervisors in his or her previous chain of command.
  - .112 Rater assignments will be determined on a case-by-case basis where anomalies occur in the usual chain of command.
  - .113 FD-01 members will be rated by their assigned FD-02 and FD-03 (who shall be considered supervisors for this purpose) with rating review by their FD-05. In the absence of an FD-02 or FD-03, the FD-05 will provide the second performance rating.
- .12 Each rater will generate ratings independently. The two (2) sets of ratings will be assigned equal weight and averaged to derive the applicant's overall performance rating.
  - .121 The generation of performance appraisal ratings by the immediate supervisor will be preceded by a discussion/dialogue with the ratee regarding the ratee's performance and the raters anticipate ratings.
  - .122 Raters are to record "NA" (Not Applicable) for those duty areas they are unable to rate due to lack of relevance to the candidate's specific assignment or lack of opportunity to observe the candidate's activities in that area.



- .123 All rated duties will be weighted equally in deriving the candidate's overall performance rating.
- .124 All raters will be required to provide narrative feedback on five (5) of the most notable duty areas (areas of strength and/or improvement) for the ratee.
  - .1241 Overall performance ratings will be based only on the ratings themselves, not on any narrative feedback provided.
- .125 Job performance ratings will be collected and discrepancies between raters of three (3) or more points on any individual scale will be identified. Such discrepancies will need to be discussed and resolved by the original raters. The two (2) raters will meet to resolve the discrepancy and turn in a single new rating for those duties for which there are discrepancies only. No other ratings will be changed. If the two (2) raters cannot reach agreement, the rating(s) will be reviewed and acted upon by the Personnel Committee.
  - .1251 Documentation of any adjustments made as a result of discrepancies will be presented to the applicant's supervisor to be signed by the applicant and returned to the Personnel Committee for verification that the applicant has been informed of the adjustment.
- .13 Ratings will be maintained in ratee's personnel files. As soon as they become available, the two (2) most recent sets of annual performance ratings will be averaged to obtain a performance rating score for each promotion examination. Until two (2) sets of ratings are available, one (1) set of ratings will be used to derive the performance rating score for promotion purposes.
  - .131 Combined ratings (both raters) will be shared with the ratee. The ratee will sign off on the ratings to indicate that he/she has seen them.
  - .132 Raters may retain copies of the performance appraisal scales and these scales may be made available to ratees.
- .14 The performance appraisal ratings will serve as an eligibility requirement for the ranks of FD-02 through FD-05. Applicants receiving an average rating lower than three (3.0) will be considered to have failed the performance appraisal component of the examination process and will be ineligible for consideration for promotion.
- .15 Performance appraisal ratings will not enter into the promotional process for



FD-06 and FD-07 candidates. Any ratings derived for individuals in the positions of FD-06 and FD-07 will be used only for developmental purposes.

.2 Written Examination Procedures

The written examination will consist of multiple-choice items designed to test candidates on job-related technical knowledge found to be critical to effective job performance, depending on the manner in which this knowledge is used on the job as determined through job analysis.

.21 A Testing Material Reading List identifying the sources from which the written questions are to be obtained will be published in an Administrative Order and distributed to each duty station within sixty (60) days after the election of the Personnel Committee. The Testing Material Reading List for an examination may be amended by the Personnel Committee not less than sixty (60) days prior to the examination.

- The amended Testing Material Reading List will be provided to each duty station not less than sixty (60) days prior to the examination.
- The Testing Material Reading List administrative orders are properly located in the Administrative Order Section of the A.O.P. Manual. When superseded testing material reading lists should be discarded.

.22 Written exam items will be designed to assess candidates' understanding of knowledge that the job analysis indicated is important so no reference materials will be available for use during this test. Items on this test will be drawn only from reference materials identified on the reading list.

.23 Written questions will be presented directly to the candidate by the City of Tulsa Human Resources Department Representative and the Personnel Committee at the specific date and time the written examination is to be held. The City of Tulsa Human Resources Department Representative will conduct the testing and grade all written examination papers. No member of the Fire Department Personnel Committee will review or have possession of the examination papers until after the grading is completed.

.24 When the written examination is administered to FD-02 and FD-03 candidates, each candidate will draw a number and will use that number for identification on the top of the pages of the written examination. All written examination papers will be graded by the City of Tulsa Human Resources Department Representative and the total written examination score will be marked in red at the top of the first page. When all written examination papers have been graded, the Personnel Committee will call out the identification number on the paper and the candidate will come forward to identify his or her written examination paper. The candidate's written score will then be posted in view of all participating candidates.

.241 After all scoring and item protests have been resolved, the



Personnel Committee will reissue the list of written examination scores and post it where it may be viewed by all participating candidates.

.25 Candidates will begin the test with not more than one hundred fifty (150) items.

.3 Oral Board Examination Procedures

The oral board test is designed to assess abilities found to underlie effective job performance. FD-03 and FD-05, candidates will be presented with several scenarios from the following list: a fire ground tactical scenario, a role-play exercise, an in basket, or an oral presentation. FD-06 and FD-07 candidates will be presented with several scenarios.

.31 The purpose of the orientation session is to familiarize candidates with the procedures of the different components of the promotional exam. An orientation session will be given at least 30 days prior to the exam date.

.32 Candidates

.321 Candidates will be given a designated period of time to prepare their responses to each situation (with the exception of those situations intentionally designed to involve no preparation) and a designated period of time to orally present each of their responses to a board of assessors.

.322 Scheduling

Scheduling will occur on a random assignment basis.

.323 Preparation

Candidates will prepare for the oral exercises in a special preparation area where they will not be observed by the assessors.

Candidates will be permitted to take notes on the test materials or scrap paper provided during this preparation period as well as to use any notes they generate during the preparation period while participating in the actual exercises. Any notes prepared or used during the oral exercises will not be considered by the assessors when making evaluations. Such notes will be collected and destroyed following each candidates' participation to ensure they cannot be made available to candidates who have not yet participated in the oral examination procedures.

Candidates will not be permitted to bring reference documents into the room with them when they participate in the exercises.



.324 Participation

Before each exercise begins, the oral board assessors, or the administrator, will provide instructions and answer any procedural questions that may be raised. Once each exercise begins, any communication that occurs must be within the context of the assigned exercise.

Candidates will be given cues indicating when each of the oral board exercises is to begin and end, but it will be the responsibility of the candidate to work within the specified time frame. Although candidates will not be required to use the specified time period for each situation, they will not be allowed to exceed their time limit for each exercise.

.325 Evaluation

Candidate performance will be evaluated by focusing on behaviors related to several ability areas or dimensions of performance determined to be critical to the effectiveness of the incumbents. These ability areas or dimensions of performance will be documented and provided to the candidates in their sign-up packets. These will also be discussed during the orientation session.

After a candidate is rated on all exercises, the assessors will record their observations and evaluations for the purpose of preparing feedback.

.326 Conduct

Any conduct deemed to jeopardize a fair and impartial exam will be reviewed by the Personnel Committee and may be grounds for disqualification. Such conduct and review shall be subject to the grievance procedure in the parties' Collective Bargaining Agreement.

.33 Assessors

.331 Each assessor panel will consist of sworn personnel from jurisdictions outside the state of Oklahoma.

.332 Assessors rank will be no lower than the tested rank and no higher than two (2) ranks above the tested rank.

.333 An attempt will be made to convene assessor panels that are representative of the candidate pool with respect to gender and race, if at all practical.



- .334 Assessors will be trained within two (2) days prior to the actual oral boards and that training will include:
- An orientation to the Tulsa Fire Department structure and operations
  - A review of the oral board exercise materials and logistics
  - Behavioral observation and rater error training
  - Practice and feedback with respect to the actual exercises

.34 Feedback

.341 Candidates will receive feedback with respect to their overall and dimension scores for each exercise (across assessors). No individual assessor scores will be provided to candidates.

.342 Candidates will receive feedback with respect to the strengths and weaknesses displayed in each oral board exercise.

.4 Seniority

.41 One quarter ( $\frac{1}{4}$ ) point (.25) per completed year (365 days) for time in service, plus one quarter ( $\frac{1}{4}$ ) point (.25) per completed year (365 days) for time-in-grade for seniority, will be given up to twenty (20) year's service (a maximum of 10 points). Leap-year shall be considered a 365 day year. Partial completed year seniority calculations shall be based on the number of completed days of time-in-service and time-in-grade. A completed day shall be defined as a normal business day, i.e. 8 a.m. to 5 p.m. Saturdays and Sundays included. Each completed day shall equal .000685 and shall be calculated in such a manner that 365 completed days (one year) equals .25 or one quarter ( $\frac{1}{4}$ ) point. The date of the written exam or the date the oral board begins, whichever is applicable, shall not be included in seniority calculations.

.42 Seniority will account to 10 percent of the total examination score for candidates for FD-02, FD-03 and FD-05.

.43 Seniority will not enter into the promotion process for FD-06 and FD-07 candidates.

.5 Candidate Protests

.51 A candidate participating in a promotional examination for the rank of FD-02, FD-03 or FD-05 will have ten (10) business days following the written exam review to protest his or her seniority points and/or written exam.

.511 Within the respective time periods in Section 802.51, a candidate may request in writing, a hearing for the Personnel Committee to



- act on.
- .5111 A hearing to consider such protests shall be held within ten (10) business days after the time period in Section 802.511 expires.
- .512 The Personnel Committee may, after a protest hearing for a candidate for promotion, and if a majority of the members present agree, and if good and sufficient reasons warrant such action, adjust a candidate's:
  - .5121 score or rating on an examination component.
  - .5122 eligibility to participate, or move on, in the examination process.
  - .5123 position on the final eligibility list.
- .513 There will be no protest processed for the oral board examination.
- .52 Performance evaluations used in the promotion process will be completed at least thirty (30) days prior to the date that the first component of the examination process is to be administered to allow sufficient time for discrepancy resolution as outlined in Section 802.
- .53 Each Promotional examination shall be preceded by an eligibility review period which shall consist of:
  - .531 Ten (10) business-days' sign up period.
  - .532 Up to ten (10) business-days' eligibility screening by the Personnel Committee.
  - .533 Five (5) business-days' protest period.
  - .534 Up to ten (10) business-days' period to allow the Personnel Committee to act on protest made during the protest period.
- .6 Eligibility List
  - .61 For FD-02 and FD-03 candidates, a promotional eligibility list will be established by the Personnel Committee no sooner than sixty (60) days and not later than one hundred twenty (120) days from such time as the previous eligibility list is expended. For FD-05 position, a promotional eligibility list shall be established by the Personnel Committee no later than one hundred twenty (120) days from such time the previous eligibility list is expired. However, if circumstances happen beyond the control of the



parties, the respective time periods may be extended by mutual agreement of the parties. For FD-06 and FD-07 positions, an eligibility list shall be established within one hundred twenty (120) days based upon the occurrence of a vacancy.

- .611 The number of candidates to be placed on the FD-02 promotional eligibility list shall be twenty-five (25) or the actual number of vacancies on the date the written examination is given, whichever is greater.
  - .612 The number of candidates to be placed on the FD-03 promotional eligibility list shall be twenty (20) or the actual number of vacancies on the date the written examination is given, whichever is greater.
  - .613 The number of candidates to be placed on the FD-05 promotional eligibility list shall be three (3) or the actual number of vacancies on the date the written examination is given, whichever is greater.
- .62 The Personnel Committee will place on the promotional eligibility list the candidates with the highest overall examination scores in compliance with 802.61.
- .621 Overall examination scores will be computed by adding the adjusted scores for each promotion system component and any applicable incentive points for FD-03.
  - .622 The order of ranking on the eligibility list will be determined by the overall examination scores.
  - .623 In the event of a tie score between candidates placed on the eligibility list, time-in-grade seniority will determine their rank order on the eligibility list. When ties occur at the last position on the eligibility list, all candidates who are tied will be placed on the eligibility list, by time-in-grade seniority. If time-in-grade, will not break the tie score, the tied candidates will be placed on the eligibility list by ROIC number.



<b>Summary of Test Standards - Table 802.7</b>						
<b>POSITION:</b>	<b>FD-02</b>	<b>FD-03</b>	<b>FD-05</b>	<b>FD-06</b>	<b>FD-07</b>	<b>FD-04</b>
<b>Time in Service:</b>	3 yrs Fire Suppression	5 yrs Tulsa Fire Department	12 yrs Tulsa Fire Department	15 yrs Tulsa Fire Department	18 yrs Tulsa Fire Department	Per Sec. 809
<b>Time in Rank:</b>	1 yr Relief FEO	1 yr as FEO	3 yrs as FD-03 plus 2yrs as FD03 or FD-04	2 yrs as FD-05	2 yrs as Chief Officer (FD-05 or 6)	N/A
<b>Certification &amp; Educational Requirements:</b>	Certified in accordance with Section 804.122	5 yr Company Officer Certificate  Educational Incentive: 5 % of total points for 30 hrs credit	5 yr Chief Officer Certificate  College hour Credits: By 1995 - 45 By 1996 - 51 By 1997 - 57 By 1998 - 61	5 yr Chief Officer Certificate  College hour Credits: Refer to Table 803.12 Beginning July 1, 2005 Bachelors Degree will be required		Per Sec. 809
<b>Seniority:</b>	10 %	10 %	10 %	N/A		Per Sec. 809
<b>Job rating:</b>	Pass/Fail	Pass/Fail	Pass/Fail	N/A		Per Sec. 809
<b>Written Test: % of total pts # of questions</b>	90% Beginning with no more than 150	60% Beginning with no more than 150	45% Beginning with no more than 150	N/A		Per Sec. 809
<b>Oral Board:</b>	N/A	30%	45%	Oral Board Qualification		Per Sec. 809
<b>List Length:</b>	Standing Until Expended			As Needed		Per Sec. 809



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803 Educational Incentive for FD-03 and Requirement for FD-05, FD-06, FD-07

- .1 Requirements of this Section will be applicable only if the required courses are offered in Tulsa at a public supported school.
- .2 In addition to the eligibility requirements listed for FD-03 in Section 805, candidates for these positions who have completed certain college level course requirements shall be eligible to receive Educational Incentive Points. In order to receive these Educational Incentive, each candidate for FD-03 must possess the number of college credit hours outlined in Table 803.12 College Credit Hours.
- .3 All credit hours will be in accordance with Article 11, Section 11.1 of the Collective Bargaining Agreement (CBA) between IAFF Local 176 and the City of Tulsa.
- .4 Educational requirements will be phased in as indicated in Table 803.12 - College Credit Hours.
- .5 After January 1, 1995, the required college course work will be in accordance with Article 11, Section 11.1 of the CBA.
- .6 In addition to the eligibility requirements listed for FD-05, FD-06 and FD-07 in Sections 806, 807 and 808 candidates for these positions must possess the applicable college credit hours outlined in Table One, Section 803.12 College Credit Hours. All college credit requirements for FD-05, FD-06 and FD-07 shall be in accordance with Article 11, Section 11.1 of the Collective Bargaining Agreement (CBA) IAFF Local 176 and the City of Tulsa.
- .7 On and after July 1, 2005, candidates for FD-06 and FD-07 must possess a Bachelors Degree from an accredited college or university. The college course requirements for this degree shall be in accordance with Article 11, Section 11.1 of the CBA.
- .8 All educational requirements for promotional eligibility will be completed by the date an examination is given.
- .9 Proof of completion of educational requirements will be by official transcript submitted to and kept on file at the Tulsa Fire Department Headquarters and the City of Tulsa Human Resources Department.
- .10 Determination of the applicability or equivalency of earned college credits to fulfill the requirement of this section will be made by the Personnel Committee.
- .11 Individuals who have met eligibility requirements as of June 23, 1987, under the old regulation #54 shall retain that eligibility until such time as they may promote to the rank to which they were eligible. All appropriate certification requirements will remain in effect.



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**College Credit Hours Requirements - Table 803.12**

July 1

YEAR	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
FD-03	30									
FD-05	61*									
FD-06	51	57	61*	69	77	85	93	102	111	120hrs/ BS/BA per CBA
FD-07										

\* SEE SECTION 803.6



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804 FD-02

.1 Eligibility Requirements

.11 Candidates will have a minimum of three (3) years service with the Tulsa Fire Department in the Field Operations Section the date the written exam is given, not to exceed 120 days from the date the previous eligibility list is expired.

.12 Candidates will have been an approved Relief Fire Equipment Operator for twelve (12) months the date the written exam is given, not to exceed 120 days from the date the previous eligibility list is expired.

.121 Members will be eligible for the Relief Fire Equipment Operators' examination upon completion of twelve (12) months' service.

.122 Members must be certified as both an engine and ladder operator at the time of examination.

.2 Job Performance Rating

.21 The following performance factors will be used as a basis for determining the applicants' current (FD-01) job performance rating:

- Initial Response to Incidents
- Watch Duties
- Driving
- Pump Operations
- Hose (& Extinguisher) Operations
- Mechanical Ladder Operations
- Manual Ladder Operations
- Forcible Entry
- Ventilation
- Search
- Rescue
- Salvage
- Overhaul
- Clean-up/Pick-up
- First Aid
- Size-up
- On-Scene Communication
- On-Scene Resource Allocation & Coordination
- Training
- Routine Paperwork
- Equipment Maintenance
- Apparatus Maintenance



Station Maintenance & Duties  
Internal Inspections  
Pre-Fire Planning  
Public Relations  
Training & Professional Development  
Investigations

- .3 Seniority
  - .31 See Section 802.41
- .4 Written Examinations
  - .41 Will be administered to all eligible candidates.
  - .42 Will comprise 90 percent of the candidates total examination score.
- .5 Manual Skills Certification Process
  - .51 To be eligible to take the promotional examination, candidates must first be certified in accordance with Section 804.122.
    - .511 Certifications will include, but are not necessarily limited to, proficiencies of driving, pumping, and ladder practices.
    - .512 Certification processes will be administered by the Fire Department Training Branch.
    - .513 Certification processes will be approved by the Personnel Committee.
  - .52 The certification requirement may be waived if the process cannot be administered in a timely enough manner to assure completion within established testing time frames.
- .6 Eligibility List
  - .61 Following the protest period, the Personnel Committee will place on the eligibility list the candidates with the highest total examination scores for FD-02 by adding the candidates' written examination score, and seniority, in accordance with the regulations set forth in Section 802.6.

805 FD-03

- .1 Eligibility Requirements
  - .11 Will have a minimum of five (5) year's service with the Tulsa Fire



Department in the Field Operations Section the date the written examination begins, not to exceed 120 days from the date the previous eligibility list is expended.

.12 Will have held the rank of FD-02 (Fire Equipment Operator) for one year with the Tulsa Fire Department the date the written exam begins, not to exceed 120 days from the date the previous eligibility list is expended.

.13 Will have a current **Five (5)** year Company Officer Training Course qualification certificate.

.131 An annual FD-03 (Company Officer) qualification course will be conducted by the Training Branch. Course material will be presented to and approved by the Personnel Committee.

.2 Job Performance Rating

.21 The following performance factors will be used as a basis for determining the applicants current (FD-02) Job Performance Rating:

- Initial Response to Incidents
- Watch Duties
- Driving
- Pump Operations
- Hose (& Extinguisher) Operations
- Mechanical Ladder Operations
- Manual Ladder Operations
- Forcible Entry
- Ventilation
- Search
- Rescue
- Salvage
- Overhaul
- Clean-up/Pick-up
- First Aid
- Size-Up
- On-Scene Communications
- On-Scene Resource Allocation & Coordination
- Training
- Routine Paperwork
- Equipment Maintenance
- Apparatus Maintenance
- Station Maintenance & Duties
- Internal Inspections
- Pre-fire Planning
- Public Relations
- Training & Professional Development
- Investigations



- .3 Seniority
  - .31 See Section 802.41
- .4 Written Examination
  - .41 Will be administered to all eligible candidates.
  - .42 Will be administered prior to the Oral Board Examination.
  - .43 Will comprise 60 percent of the candidate's total examination score.
- .5 Oral Board Examination
  - .51 The Oral Board Assessment process will be open to all candidates who participated in the written exam.
  - .52 Will comprise 30 percent of the candidate's total examination score.
- .6 Eligibility List
  - .61 Following the final oral board examination, the Personnel Committee will place on the eligibility list the candidates with the highest examination scores for FD-03 by adding the oral board scores to the candidates' written examination score, seniority, and if applicable Educational Incentive Points, in accordance with regulations set forth in Section 802.6.

806 FD-05

- .1 Eligibility Requirements
  - .11 Candidates will have attained the rank of FD-03 and shall:
    - .111 Have a minimum of twelve (12) years service with the Tulsa Fire Department the date the written examination begins, not to exceed 120 days from the date the previous eligibility list is expended or the date the vacancy occurred.
    - .112 Have held the rank of FD-03 as a Fire Captain for five (5) years, with at least three of those years served as Fire Captain in the Field Operations Section the date the written examination begins, not to exceed 120 days from the date the previous eligibility list is expended or the date the vacancy occurred.
  - .12 Candidates will have a current **five (5)** year Chief Officer Training Course Certificate.



- .121 An annual Chief Officer Qualification Course will be conducted at the Training Academy. The certification process will be approved by the Personnel Committee.
- .122 Have the college course requirements as outlined in Table 803.12 College Credit Hours.

.2 Job Performance Rating

- .21 The following factors will be used as a basis for determining the applicant's current (FD-03 or FD-04) Job Performance Rating:

For the FD-03 factors, see Section 806.22. The FD-04 factors are listed below. The first set of core duties are duties that will be rated for most FD-04s. The second set of specialized duties that will be rated if relevant to the current assignment of the applicant.

Core Duties

- Training
- Routine Paperwork
- Non-routine Paperwork
- Inspection of Building and Fire Protection Devices
- Public Relations
- Public Training & Education
- External Communications & Coordination
- Training & Professional Development
- Fire Investigations
- Audio-Visual Production

.22 Specialized Duties

- Initial Response to Incidents
- Driving
- First Aid
- On-Scene Communications
- On-Scene Resource Allocation & Coordination
- Performance Evaluation
- Policies, Rules and Procedures
- Budget Planning and Administration
- Departmental Planning and Administration
- Equipment Maintenance
- Apparatus Maintenance
- Internal Inspections
- Pre-fire Planning



- .3 Seniority
  - .31 See Section 802.41
  - .32 Will comprise 10 percent of the applicant's total examination score.
- .4 Written Examination
  - .41 Will be administered to all eligible candidates.
  - .42 Will be administered prior to the Oral Board Examination.
  - .43 Will comprise 45 percent of the candidate's total examination score.
- .5 Oral Board Examination
  - .51 Will comprise 45 percent of the applicant's total examination score.
- .6 Eligibility List
  - .61 Following the final oral board examination, the Personnel Committee will place on the eligibility list the candidates with the highest examination scores for FD-05 by adding the oral board scores to the candidate's seniority and written test score in accordance with regulations set forth in Section 802.6.

807 FD-06

- .1 Eligibility Requirements
  - .11 Will have a minimum of fifteen (15) years' service with the Tulsa Fire Department the date the vacancy occurred.
  - .12 Will hold the rank of FD-05 for two (2) years the date the vacancy occurred.
  - .13 Will have a current **five (5)** year Chief Officers Training Course Certificate.
    - .131 An annual Chief Officer Qualification Course will be conducted at the Training Academy. Course material will be presented to and approved by the Personnel Committee.
  - .14 Will possess the college course requirements as outlined in Table One - 803.12 College Credit Hours.
- .2 Oral Board Examination
  - .21 Will be used to qualify an applicant for eligibility. For the initial vacancy, the applicants with the three (3) highest oral board examination scores will



- be placed on the eligibility list.
- .3 Eligibility List
  - .31 The order of ranking on the final eligibility list will be determined by the score obtained by each candidate on the oral board examination.
  - .32 The Fire Chief will select an applicant to fill the available vacancy(s) from among the applicants appearing on the eligibility list. For each additional vacancy, one (1) more candidate will be added to the eligibility list. The remaining list shall then be considered expired.

808 FD-07

- .1 Eligibility Requirements
  - .11 Will have a minimum of eighteen (18) years' service with the Tulsa Fire Department the date the vacancy occurred.
  - .12 Will hold the rank of FD-05 or FD-06 for two (2) years the date the date the vacancy occurred.
  - .13 Will have a current **five (5)** year Chief Officers' Training Course Certificate.
    - .131 An annual Chief Officer Qualification Course will be conducted at the Training Academy. Course material will be presented to and approved by the Personnel Committee.
  - .14 Will possess the college course requirements as outlined in Table One - 803.12 College Credit Hours.
- .2 Oral Board Examination
  - .21 Will be used to qualify an applicant for eligibility. For the initial vacancy, the applicants with the three (3) highest oral board examination scores will be placed on the eligibility list.
- .3 Eligibility List
  - .31 The order of ranking on the final eligibility list will be determined by the score obtained by each candidate on the oral board examination.
  - .32 The Fire Chief will select an applicant to fill the available vacancy(s) from among the applicants appearing on the eligibility list. For each additional vacancy, one (1) more candidate will be added to the eligibility list. The remaining list shall then be considered expired.



809 FD-04

.1 Eligibility Requirements

- .11 Will have a minimum of **five (5)** years' service with the Tulsa Fire Department.
- .12 Will be assigned to the position of FD-04 by the Fire Chief with the recommendation from the appropriate Branch/Section Chief.
- .13 Adjustment to the FD-04 pay scale will be made upon the assignment.
- .14 Will meet all certification requirements as provided.
- .15 Reassignment from the FD-04 position will only be to the rank and pay grade held at the time of the assignment, unless reassignment is due to successful completion of promotional examination.
- .16 Assignments will be made on an as needed basis with preference given to FD-03 applicants; assignment will be based solely on merit, efficiency and fitness.
- .17 The criteria used to evaluate the candidate's merit, efficiency and fitness for assignment as an Assistant Fire Marshal in the Safety Services Section are:

<u>Factors</u>	<u>Maximum Value</u>
• Background Experience Relative to the Position (Skills Inventory)	25
• Interview	15
• Written Correspondence Exercise	10
• Descriptive Writing Exercise	10
• 5 to 7 minute Fire Safety Presentation	10

Candidates must score a minimum of 70% (49 points) of the above criteria.

<u>Factors</u>	<u>Maximum Value</u>
• Credit Hours from accredited College or University (3 pts. per 30 hours, up to 120)	12
• Associate Degree/Fire Protection Technology	
• O.S.U. Fire Service Training Inspection	3
• Certification or equivalent	5
• O.S.U. Fire Service Training Investigation	
• Certification or equivalent	5
• Seniority (1/4 point per/20 year maximum)	5



Candidates must score a minimum of 55% (55 points) of the total 100 points to qualify for a Safety Services FD-04 position. Candidates with a qualifying score will remain on an eligibility list for six (6) months from the evaluation date.

.171 Successful candidates will be assigned to the Code Enforcement, Hazardous Materials, Public Fire Safety Education, Fire Investigation Branch or other FD-04 position in the Safety Services Section.

.18 The criteria used to evaluate the candidates merit, efficiency and fitness for assignment as an FD-04 in Support Services are as follows.

<u>Factors</u>	<u>Maximum Value</u>
• Background experience relative to the position. Skills inventory will be used in determining points.	20
• Seven minute training presentation	15
• Written exercise – review of outline used in training presentation	15
• Interview	15

Candidates must score a minimum of 70% (45.5 points) of the above criteria.

.19 The criteria used to evaluate the candidate's merit, efficiency and fitness for assignment in the Support Services Section are:

<u>Factors</u>	<u>Maximum Value</u>
• Credit Hours from an accredited College or University (3 pts. per 30 Semester hours, 12 pts. maximum)	
o 30 to 59 semester hours	3
o 60 to 89 semester hours	6
o 90 to 119 semester hours	9
o 120 or more hours	12
• Associate's Degree in Fire Protection Technology	3
• Fire Service Training Instructor Certification	5
• Seniority (See Section 802.41)	10

Candidates must score a minimum of 55% (52.25 points) of the total 95 points to qualify for a Support Services FD-04 position.



Candidates with a qualifying score will remain on the eligibility list for six (6) months from the evaluation date.

- .191 Successful candidates will be assigned to the Training Branch, EMS Branch, Visual Communications Unit, or other FD-04 position in the Support Services Section.



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