



# **City of Grand Island**

**Tuesday, July 10, 2012**

**Study Session**

## **Item -1**

### **Presentation on Fire Chief Recruitment Process**

**Staff Contact: Brenda Sutherland**

# Council Agenda Memo

**From:** Brenda Sutherland, Human Resources Director  
**Meeting:** July 10, 2012  
**Subject:** Fire Chief Hiring Process  
**Item #'s:** 1  
**Presenter(s):** Brenda Sutherland, Human Resources Director

## Background

The City of Grand Island currently has an opening at the Fire Chief position. The position is currently being advertised with a closing date for application of July 16, 2012.

## Discussion

Outlined in the presentation is the process to be used for the Fire Chief recruitment. The process will be inclusive of the City Council as well as the community with the goal of yielding the best possible candidate to serve as the City's next Fire Chief.

## Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

# Fire Chief Recruitment Process 2012



*Working Together for a Better Tomorrow. Today.*

# GOAL

- Hire the best possible candidate to be Grand Island's next Fire Chief
- ✓ Community and Council Participation
- ✓ Professional Expertise
- ✓ Validated Process
- ✓ Lead To A Successful Recommendation

**The City of Grand Island is an equal opportunity employer**

# Fire Chief Recruitment Process

## Process

- Applications are being accepted until July 16, 2012 at 3:00 p.m.
- Applicants must submit required supporting documents with an on-line application by deadline
- CPS (company that the City has used for Fire testing for many years) is supplying the assessment center test. Civil Service rules require a competitive testing process.

# Fire Chief Recruitment Process

Why use an assessment center testing process rather than the paper and pencil test we have used in the past?

- **Increase the applicant pool**

- Applicants had to purchase several books to prepare - \$\$
- Spend a great deal of time studying to prepare
- Tests go up to a Battalion Chief level (technical skills)

- Validated, objective process

# Fire Chief Recruitment Process

- While applications are being accepted, a job analysis along with the knowledge, skills and abilities necessary are being evaluated by Subject Matter Experts (SMEs) i.e. professional fire department mgt.
- Assessment center exercises and scoring are being developed during the application period
- Candidates meeting the eligibility requirements/minimum qualifications will be contacted by CPS (testing company conducting assessment center)

# Fire Chief Recruitment Process

- Phone interviews will be conducted by CPS with candidates who meet qualifications
- Civil Service Commission will receive recommendations on candidate eligibility
- The assessment center will consist of approximately three exercises and two to three assessors per exercise



# Fire Chief Recruitment Process

- Assessment center assessors will be identified which will include a SME in each exercise along with a combination of other individuals
- Assessment center will be August 21 – August 23, 2012 and will be held at the One-Stop building
- Commitment from assessors: 2.5 days
  - ½ day of training held on August 21, 2012
  - Two consecutive days of assessments (candidates will round robin through the assessment exercises) with approximately three to four candidates per day

# Fire Chief Recruitment Process

- Candidates' scores will be based on their responses to assessment center exercises
- Candidates will be ranked based on their score
- Civil Service Commission will certify scores and form a certified eligibility list
- Civil Service Rules permit consideration for the top three ranking candidates (finalists)
- Thorough background checks will be conducted on the top candidates

# Fire Chief Recruitment Process

- An employment interview will be conducted by an interview committee with the top candidates
- Community opportunity to hear from top candidates will be held
- Recommendation by Mayor and City Council approval

