



# Columbia Fire Department

## Standard Operating Guideline ADM-06

### Selection Committee

Effective: 3/14/2011

Issued by Aubrey Jenkins, Fire Chief

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#### **Rescinds:**

Selection Committee meeting notes from June 19, 1996

#### **Purpose:**

To establish the standard guidelines for the operation of the Columbia Fire Department's Selection Committee. This committee is charged, under the direction of the Assistant Chief of Professional Services, to review and make recommendations of changes for the entire hiring and promotional process of all ranks from Probationary Firefighter to Battalion Chief.

#### **Policy:**

The intent of this guideline is to ensure that a fair and consistent process is established to maintain the standards of the Columbia Fire Department's hiring process and to ensure that all within all ranks the promotional system is fair and continues to produce the quality leaders this department has come to expect.

#### **Scope:**

This policy allows a working framework for the Selection Committee to follow and to ensure that a written standard is in place for the committee to follow. The committee is to work within the Columbia Fire Department as Subject Matter Experts (SME) and give recommendations to the Fire Chief through the office of the Assistant Chief of Professional Services, in the areas of hiring, promotional candidate schools and promotion of ranks for all employees within the department.

#### **Statement:**

- I. General Purpose of the Selection Committee
  - A. To assist in the validation of the promotional testing.

- B. Review written test questions developed from the job task analysis for valid knowledge, skills and ability of the testable positions.
- C. Develop the structural oral interview questions/scenarios based on the job task analysis.
- D. To act as SME during the testing process.
- E. To settle any challenges to the testing process.

## II. Guidelines for the Selection Committee

- A. The assessment process will follow the Equal Employment Opportunity Uniform Guidelines on Employee Selection Procedures, Standards for Educational and Psychological Testing and the Principles for the Validation and Use of Personnel Selection Procedures (a third party vendor will be needed as a consultant to ensure compliance with the listed organizations).
- B. Meeting are to be held as needed, and to rotate on shift days to reduce the amount of off duty time required by shift personnel
- C. All meeting and information discussed is to be held as secret in nature and is to only be discussed within the committee.
- D. Every meeting is to be documented and minutes taken to be used to reflect discussion and proposed changes.
- E. The committee will be comprised of personnel holding the rank of Battalion Chief and above to the rank of Deputy Chief, within the administration and suppression divisions. All members will be considered voting members, each having one vote. The committee will be made up of nine members and shall be comprised as follows: three members from administration, five members from suppression and one member at-large from either division. A minimum of three minorities must serve on the committee. The Assistant Chief of Professional Services will serve as the chair of the committee, at the Fire Chief's discretion.
- F. To have a quorum, all meetings must have in attendance a minimum of six members. Two of those members must be minorities.
- G. All committee members are to give basic responses to personnel when questioned about testing. If a question is to arise that the member thinks is of high importance, they should advise the employee that "the committee will discuss the issue and determine if adjustments need to be made". All information discussed in the committee meetings should be considered sensitive.
- H. When voting on any issue the final vote must be at least six to three for approval of the issue, with the following exception:
  - When an issue appears to have an adverse impact on minorities at least two minorities must be in the majority to carry the vote of approval. All adverse impact issues shall be established prior to voting.