

**WESTLAKE CIVIL SERVICE COMMISSION
ANNOUNCES AN EXAMINATION FOR:**

LIEUTENANT IN THE FIRE DEPARTMENT

DATE OF EXAMINATION: Wednesday, July 13, 2011

TIME: 10:30 a.m.

PLACE: Westlake Community Services Center,
29694 Center Ridge Road

APPLICATION FORMS: May be obtained from and returned to the Clerk of
Commissions in the Planning Department of
Westlake City Hall between 8:00 a.m. and 5:00
p.m., Monday through Friday.

FINAL DATE FOR FILING: Friday, June 10, 2011

A list of reference books is attached hereto.

Credit for seniority notice is posted with this examination notice.

DATE POSTED: May 23, 2011

**PASSING SCORE FOR WRITTEN
SET AT:** 75%

PERCENTAGE OF SCORES:

WRITTEN:	40%
ASSESSMENT:	60%

AN ASSESSMENT CENTER WILL BE HELD FOLLOWING THE WRITTEN EXAMINATION ON MONDAY, AUGUST 1 & POSSIBLY TUESDAY, AUGUST 2, 2011. A PASSING GRADE ON THE WRITTEN EXAMINATION IS REQUIRED IN ORDER TO CONTINUE WITH THE ASSESSMENT PROCESS. AN ASSESSMENT ORIENTATION MEETING WILL BE HELD AT 3:00 PM ON SUNDAY, JULY 31, 2011 AT FIRE STATION #2, 2110 COLUMBIA RD.

Book Title	Edition	Author	Publisher
Collapse of Burning Buildings	2 nd	Dunn	Fire Engineering
Effective Supervisory Practices	4 th	ICMA	ICMA
Essentials of Fire Department Customer Service		Brunacini	Fire Protection Publications
Incident Management for the Street Smart Fire Officer	2 nd	Coleman	Fire Engineering
Safety and Survival on the Fireground		Dunn	Fire Engineering
Codified Ordinance of the City of Westlake Part 15 Fire Prevention Code http://www.cityofwestlake.org/pdfs/CodifiedOrdinances/KFireCode.pdf		City of Westlake	City of Westlake Codified Ordinances

RULE VII. RATING COMPETITORS.**Section 1. METHOD OF GRADING EXAMINATION.**

The total grade obtainable in each examination, except for additional credits, shall be 100%. In examinations composed of more than one part, the method of scoring or weighing shall be determined by the Commission. A flexible passing point may be used at the discretion of the Commission provided that the method of grading, under the flexible passing point is established prior to administering the written examination by the Commission. The passing grade for any examination shall be determined by the Civil Service Commission.

Section 2. ADDITIONAL CREDIT.

In the event an applicant for an original appointment to a position in the classified service receives a passing grade on his or her examination, he or she shall be entitled to receive an additional percentage of such, for a maximum credit of five percent (5%) unless otherwise provided in the notice of examination, if:

- (a) He or she was in the military service of the United States and was honorably discharged or returned to the inactive status as provided in the Ohio Revised Code, Section 124.23, he or she shall receive 1% per year or any part thereof for military time up to a maximum of 5% of passing grade.
- (b) An applicant who wishes credit for military service shall be required to furnish the Civil Service Commission by the testing date, proof of honorable discharge and length of service. Failure to do so shall result in no credit being given.
(Amended 1-8-08.)

Section 3. ADDITIONAL CREDIT APPLICABLE TO PROMOTIONAL EXAMS.

In the event that the applicant for a promotion receives a passing grade on his or her complete examination, he or she shall be entitled to an additional credit of no more than 5% of the grade for seniority, and 5% of the grade for education on each written part of the examination and shall be determined in the following manner:

- (a) For each year of service in the City, the applicant shall receive .33% credit per year up to a maximum of 5%. Only service in the City of Westlake shall be considered in computing seniority.
- (b) 5% for completion of a bachelor's degree or 3% for completion of an associate degree in criminal justice, business management, business administration or public management or related degree, for applicants taking the Police Chief's examination. 5% for completion of a bachelor's degree or 3% for completion of an associates degree in fire science, business management, business administration, public management or related degree, for applicants taking the Fire Chief's examination. (Amended 12-7-07.)