

ADMINISTRATIVE RULES AND PROCEDURES FOR

Part I

PAY GRADE ADVANCEMENT

Part II

SPECIAL PAY AND HAZARD PAY

Part III

CIVILIAN PAY GRADE ADVANCEMENT

May, 1988

BOOK 53

PART I
ADMINISTRATIVE RULES AND PROCEDURES FOR
PAY GRADE ADVANCEMENT PLAN

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ADMINISTRATIVE RULES AND PROCEDURES FOR

PART I

PAY GRADE ADVANCEMENT PLAN

PART II

SPECIAL PAY OR HAZARD PAY SELECTION PLAN

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PART I
PAY GRADE ADVANCEMENT PLAN

I. PURPOSE

This Policy Statement prescribes the procedures to be used in implementing the Pay Grade Advancement Plan.

II. COVERAGE

This Plan applies to the positions of Firefighter II & III, Paramedic II & III, Fire Inspector II, Senior Paramedic II, and Fire Captain II.

III. OBJECTIVES

This Plan is designed to:

A. Provide an effective, consistent method of selecting employees for a Pay Grade Advancement within class, based on demonstrated performance, ability, experience, and potential.

B. Give the Department the opportunity to select the best qualified candidates and assure effective utilization of employees.

C. Assure each qualified employee who applies for Pay Grade Advancement positions be given consideration without regard to personal favoritism.

D. Establish procedures for the advancement of candidates.

E. Provide incentive for self-improvement of employees.

F. Allow employees to make the best use of their capabilities and take full advantage of Pay Grade Advancement opportunities.

G. Establish clear procedures for operation of the Pay Grade Advancement Plan, consistent with merit system principles.

IV. POLICY

The Pay Grade Advancement Plan will be administered to assure its integration with current personnel programs, with emphasis on the following:

A. Personnel Placement -Vacancies in the various pay grades will be filled by following this Pay Grade Advancement Plan.

B. Merit Consideration -Selection Boards shall follow merit system principles when establishing a list of employees for Pay Grade Advancement.

C. Training and Career Development -The Department may provide employees counseling and assistance, which will enable them to fully utilize the Pay Grade Advancement Plan.

V. SELECTION AUTHORITY

The Chief Engineer and General Manager of the Department is the final selection authority.

VI. SELECTION BOARDS

A. The Selection Board for Fire Inspector II, Paramedic III, Senior Paramedic II, and Fire Captain II- will consist of Department members or other individuals selected by the Chief Engineer and General Manager.

VII. PAY GRADE ADVANCEMENT ANNOUNCEMENT BULLETINS

- A. Announcement Bulletins will be issued by the Bureau of Administrative Services in a manner that will notify all eligible employees.
- B. One copy will be sent to the City Administrative Officer.
- C. One copy will be sent to the Personnel Department.
- D. The Announcement Bulletin will be prepared and circulated by the Bureau of Administrative Services, and as a minimum, must contain the following information:
 - 1. Date of issuance.
 - 2. Last date to forward application.
 - 3. Title and salary range of the position.
 - 4. A statement of qualifications, which must be met for the Pay Grade Advancement position.
 - 5. Any essential selective placement factors that are to be used in filling the position.
 - 6. Application procedures, including the forms to be submitted.

VIII. APPLICATIONS

Any employee may submit an application for the Pay Grade Advancement position for which they qualify.

IX. PAY GRADE ADVANCEMENT FILES

Pay Grade Advancement files will be maintained by the Bureau of Administrative Services.

X. EMPLOYEES WHO ARE ABSENT -CONSIDERATION

It is the employee's responsibility to leave completed Pay Grade Advancement Applications with their immediate supervisor, for forwarding.

XI. DETERMINING BASIC ELIGIBILITY

Following are the requirements for Pay Grade Advancement positions.

- A. Minimum Qualification Requirements – Employees must meet the minimum requirements published in the Pay Grade Announcement Bulletin.

- B. Selective Placement Factors – Other requirements essential to successful performance in the position to be filled (selective placement factors) must also be met. These requirements will be specified in the Pay Grade Advancement Announcement Bulletin for the Pay Grade Advancement position.

XII. EVALUATION

The Selection Board shall review Pay Grade Advancement application forms, interview and evaluate all candidates on the basis of demonstrated performance, ability, experience, and potential. The Board shall rate all candidates and forward this information to the Bureau of Administrative Services where a roster of eligible will be prepared.

- A. Prepare a Roster of Eligibles.
- B. Remove any grade reference.

- C. Notify those candidates, in writing, who failed to receive the minimum passing grade for Pay Grade Advancement.
- D. When tie ratings occur, the final ranking will be determined first by seniority of appointment to rank; and secondly, by the position on the list from which the appointment was made.

XIII. SELECTION PROCEDURES

- A. Roster of Eligibles -The Roster of Eligibles containing the names of all candidates will be forwarded to the Chief Engineer and General Manager, along with backup documents on each candidate. If the Chief Engineer desires additional information on any candidate or candidates, he shall return the Roster to the Selection Board for necessary action.
- B. Action by the Chief Engineer -The Chief Engineer will normally make selections from the Roster of Eligibles in numerical order, except when the duties of the particular assignment to be filled require the specific skills or experience of an eligible candidate who is lower on the Roster.
- C. Expiration of Roster of Eligibles -A Roster of Eligibles expires two years from the date it is approved by the Chief Engineer.
- D. Interviewing Candidates -The Chief Engineer may interview the candidates or refer the Roster of Eligibles to the Bureau Commander of the affected bureau who will interview the candidates and report back to the Chief Engineer prior to the Chief making an appointment.
- E. Candidates Declining Pay Grade Advancement -Candidates who decline appointment, shall be placed at the bottom of the Roster of Eligibles. When a candidate declines appointment a second time, the candidate's name will be removed from the Roster.

XIV. INFORMING MEMBERS

The current Roster of Eligibles for all Pay Grade Advancement positions will be published and distributed by the Bureau of Administrative Services.

XV. REASSIGNMENT

Reassignment to a position at a lower pay grade will be made for the following reasons:

- A. Termination of a temporary assignment.
- B. Voluntary change of work assignment for the employee's convenience.
- C. Inability of the employee to perform the duties of the position in a satisfactory manner.

This action must be based upon well-documented evidence.

- D. Any situation in which the best interests of the City indicate the need for reassignment.

(This is intended to apply to a situation such as a layoff, or a change in duties, responsibilities, or requirements of the position.)

XVI. REINSTATEMENT TO ROSTER OF PAY GRADE ADVANCEMENT CANDIDATES I

A member's name will be reinstated in the following circumstances to the Pay Grade Advancement roster of candidates at the rank from which they were appointed or to the top of the roster if the selection process has passed their original position on that roster:

- A. After layoff under Charter Section I25 and return to a classification in which the member previously held a regular appointment;
- B. Voluntary Reversion under Civil Service Commission Rules I back to a classification in which the member previously held a regular appointment to a Pay Grade Advancement Position.

XVII. PAY GRADE ADVANCEMENT RECORDS

The Bureau of Administrative Services shall maintain the following Departmental Pay Grade Advancement Records:

- A. F-PGA-1 Application For Position
- B. B. F-PGA-2 Announcement Bulletins
- C. C. F-PGA-3 Roster of Eligibles

XVIII. PERIODIC REVIEW

Periodically, the Department, along with the City Administrative Officer and the Personnel Department of the City, will conduct a review of the Pay Grade Advancement Plan. These reviews will include consideration of concerned recognized employee organizations' views.

PAY GRADE ADVANCEMENT SELECTION PROCEDURES

1. The Planning Section, with the approval of the Chief Engineer, will develop the minimum requirements for each pay grade position. Candidates must meet the minimum requirements in order to file an application for Pay Grade Advancement. These requirements will be kept on file in the Bureau of Administrative Services for reference in writing Announcement Bulletins and for checking applicants.
2. The Bureau of Administrative Services will develop Announcement Bulletins and distribute them Department wide prior to the time that the Pay Grade Advancement list expires.
3. Applications for Pay Grade Advancement positions shall be forwarded to the Bureau of Administrative Services.
4. The Bureau of Administrative Services shall check all applications against the requirements listed in the Announcement Bulletin.
5. The Bureau of Administrative Services shall return applications to candidates who do not meet the minimum requirements.
6. The Bureau of Administrative Services will notify the Chief Engineer of the number of applicants for Pay Grade Advancement positions.
7. The Chief Engineer will designate a Board to administer the selection for Pay Grade Advancement positions.
8. The Bureau of Administrative Services will forward all applications meeting the requirements to the Selection Board.
9. The Selection Board will conduct an oral interview as well as review each candidate's qualifications.
10. The Selection Board will rate all candidates and forward the information to the Bureau of Administrative Services, who will compile a Roster of Eligible candidates. Applicants receiving a grade below 70 will be notified in writing, that they will not be considered, at this time, for the Pay Grade Advancement position.

11. The Bureau of Administrative Services will forward the Roster of Eligible candidates to the Chief Engineer for approval. The roster will expire two years from the date it is approved by the Chief Engineer.

12. The Chief Engineer will normally make appointments from the Roster of Eligible candidates in numerical order, except when the duties of the particular assignment to be filled require the specific skills or experience of an eligible who is lower on the Roster. Reassignment at Pay Grade Advancement from the particular assignment filled, to another assignment, will not be approved until and unless appointments in numerical order reach the eligible that was appointed out of order.

13. The Bureau of Administrative Services will:

- a. Forward the necessary forms to the City Administrative Officer and the Controller.
- b. Maintain the Roster of Eligible candidates.
- c. Maintain the Department Pay Grade Advancement file.
- d. Ensure that there is a Roster of Eligible candidates on file.

14. Forms

- a. F-PGA-1 Application for Position
- b. F-PGA-2 Announcement Bulletins
- c. F-PGA-3 Roster of Eligibles

PROCEDURES FOR REASSIGNMENT TO LOWER PAY GRADE

I. REASSIGNMENT WITHIN CIVIL SERVICE CLASSES

Reassignment to a position at a lower pay grade will be made for the following reasons:

- A. Termination of a temporary assignment.
- B. A voluntary change of work assignment for employee's convenience.
- C. Inability of employee to perform the duties of the position in a satisfactory manner. This action must be based upon well-documented evidence.
- D. Any situation in which the best interests of the City indicate the need for reassignment. (This is intended to apply to a situation such as a layoff, or a change in duties, responsibilities, or requirements of the position.).

II. REASSIGNMENT TO A LOWER PAY GRADE POSITION

- A. An employee who has been reassigned to a lower pay grade because of inability to perform the duties of the position in a satisfactory manner, must reestablish advancement eligibility by filing an application for any Pay Grade Advancement position for which the employee is eligible.
- B. An employee who is reassigned to a lower pay grade position for any reason other than unsatisfactory performance of the duties shall be placed at the top of the list of eligibles that they were selected from, if 'the selection process has passed their original position on that list.

III. UNSATISFACTORY PERFORMANCE OF DUTIES

The following procedures shall apply when employee fails to perform in a satisfactory manner when assigned to a Pay Grade Advancement position, and previous counseling and issuance of an F-II04 have not corrected unsatisfactory performance.

A. Supervisor's Responsibility:

- I. The employee's immediate supervisor shall counsel the employee regarding unsatisfactory performance and/or lack of demonstrated ability. Such counseling shall be recorded on an F-225, in duplicate, and signed by employee indicating that he has received a copy of the F-225. The original F-225 will be forwarded, through channels, for retention in the employee's personal file. The duplicate copy is to be retained by the employee.
2. In the event that an employee's performance and/or demonstrated ability does not come up to a satisfactory level after counseling, a supervisor shall prepare an F-225 to be forwarded, with any accumulated F-1104's, to the Chief Engineer, through channels, recommending reassignment to a lower pay grade position specifying reasons for the recommendation, with a duplicate to employee.

B. Review by Employee:

The employee may respond to comments recorded on the supervisor's report by submitting an F-225, through channels, to the Chief Engineer.

C. Review by Deputy Chiefs:

- I. The Chief Engineer shall direct the Deputy Chiefs to review the facts.
2. The Deputy Chiefs shall carefully review all pertinent material, and make their recommendation to the Chief Engineer.
3. The member may not be reassigned to a lower pay grade position without the concurrence of a majority of the Deputy Chiefs.

MINIMUM QUALIFICATION REQUIREMENT FOR
PAY GRADE ADVANCEMENT POSITIONS

Firefighter II	Successful completion of Firefighter I training.
Firefighter III and	Six months after completion of probationary period satisfactory service as a Firefighter II.
Paramedic II	<ol style="list-style-type: none">1. Assignment rights to Paramedic II positions;2. Completion of Fire Department Paramedic Recruit Academy;3. Possession of a valid, current Mobile Intensive Care Paramedic Certificate issued by the Director, Los Angeles County Department of Health Services; and4. Completion of field internship on an LAFD Paramedic Unit.
Paramedic III	<ol style="list-style-type: none">1. Assignment rights to Paramedic III positions;2. 3 years as a certified Paramedic II employed by the LAFD. A valid, current Mobile Intensive Care Paramedic Certificate issued by the Director, Los Angeles County Department of Health Services.
Fire Inspector II	1 year as Fire Inspector I.
Paramedic Supervisor II	3 years as Senior Paramedic I or Paramedic Supervisor I. Certification as C.P.R. Instructor and a valid, current Mobile Intensive Care Paramedic Certificate.
Fire Captain II	2 years in rank of Fire Captain I.

PAY GRADE ADVANCEMENT ASSIGNMENT PROCEDURE

Applicant	Planning Section	Training Section	Administrative Services	Selection Board	Civil Service	Commander of Affected Bureau	Chief of Engineer	MAJOR ACITIVIES
								Develop requirements.
								Issue Announcement Bulletin.
								Forward initial application.
								Check applications against requirements.
								Return applications of unqualified applicants.
								Notify the Chief Engineer of the number of applicants.
								Appoint a Selection Board.
								Forward all applications to the Selection Board.
								Conduct investigation into candidates' qualifications, including oral interviews.
								Notify Administrative Services of candidates who have passed qualifying examinations.
								Compile roster of qualified candidates.
								Interview candidates prior to appointment.
								Approve and sign CAO 614 form and Form General 41
								Process CAO 614 and Form General 41.
								Assign appointed candidate to proper bureau.
								Maintain Pay Grade Advancement file.
								Periodic review of PGA Reassignment Procedure.

PART II
SPECIAL PAY OR HAZARD PAY SELECTION PLAN

I. PURPOSE

This Policy Statement prescribes the procedures to be used in selecting personnel for special pay or hazard pay positions.

II. COVERAGE

Special Pay

The procedure that follow apply to:

- A. Special pay and hazard pay positions authorized by Memoranda of Understanding, the Fire Department Personnel Ordinance, or other appropriate legal authority.
- B. Fire Department personnel having the legal right based on their Civil Service status to be assigned to one of the positions.

A Fire Battalion Chief, when assigned to a Departmental special duty position authorized in the Budget or by interim position authority granted by the City Administrative Officer, shall be compensated at the corresponding step of Schedule I3.

A Fire Assistant Chief when assigned to a Departmental special duty position authorized in the Budget or by interim position authority granted by the City Administrative Officer, shall be compensated at the corresponding step of Schedule I6.

A Fire Deputy Chief, when assigned as Fire Deputy Chief, Fire Suppression and Rescue, shall be compensated at the corresponding step of Schedule I9.

A Fire Deputy Chief, when assigned as Operations Deputy Chief, shall be compensated at the corresponding step of Schedule 2I.

Hazard Pay

Hazard pay assignment and commensurate pay schedule will be outlined in the prevailing M.O.U. or Department Personnel Ordinance.

III. OBJECTIVES

This plan is designed to:

- A. Provide an effective, consistent method of selecting employees for a Special/Hazard Pay assignment within class, based on demonstrated performance, ability, experience and potential.

- B. Give the Department the opportunity to select qualified candidates and assure effective utilization of employees.
- C. Assure each qualified employee who applies for the Special/Hazard Pay position be given consideration without regard to personal favoritism.
- D. Provide incentive for self-improvement of employees.
- E. Allow employees to make the best use of their capabilities.

IV. SELECTION PROCEDURES

- A. The Planning Section, with the approval of the Chief Engineer, will develop the minimum requirements for each position. Candidates must meet the minimum requirements in order to file an application. These requirements will be kept on file in the Bureau of Administrative Services for reference in writing Announcement Bulletins and for checking applications.
- B. The Bureau of Administrative Services will distribute Announcement Bulletins annually during the month of December.
- C. Applicants for special pay or hazard pay positions may forward applications to the Bureau of Administrative Services throughout the year. Application will be made on Form F-17.
- D. Bureau of Administrative Services will check all applications against the requirements listed in the Announcement Bulletin.
- E. Bureau of Administrative Services will return applications to candidates who do not meet the minimum requirements.
- F. Bureau of Administrative Services will maintain the application file of qualified candidates. These applications will be used in the selection procedures established for each specific position.
- G. The selection officers shall investigate the candidate's qualifications and establish a ranked roster or roster of qualified candidates for selection of the Chief Engineer.
- H. Names of selected candidates are forwarded to the concerned bureau for assignment.

- I. Bureau of Administrative Services shall process the necessary paperwork to implement change of status for the selected candidate.
- J. The Chief Engineer will sign the Form General 4I.
- K. Bureau of Administrative Services shall maintain files of members in, and candidates for, special pay or hazard pay positions.
- L. Periodic review of selection procedures shall be made by the Planning Section.

M. Forms used:

F-17	Application for Premium/Hazard Pay
F-PGA-2	Special Pay or Hazard Pay Position Announcement
F.Gen. 4I	Form General 4I- Payroll/Personnel Change Document

N. If an insufficient number of applicants file for special pay or hazard pay positions:

1. The Chief Engineer will direct the Bureau of Administrative Services to select sufficient numbers of qualified members and establish a file of applicants. An unsigned F-17 shall be prepared for each member selected.
2. The selecting officers will refer to that file when selecting members for special pay or hazard pay positions.

Special Pay

Minimum Eligibility Requirements

A. Firefighter III	
<u>Firefighter Specialist I</u>	
Operations Control Dispatch Section Dispatcher	4 years as Firefighter
Public Service Officer	4 years as Firefighter
SCUBA	4 years as Firefighter + Basic SCUBA Certification + LAFD Underwater Firefighting Certification
<u>Firefighter Specialist II</u>	
Operations Control Dispatch Section Dispatcher	2 years as Dispatcher
Public Service Officer	2 years as a Public Service Officer
Staff Assistant	4 years as Firefighter
Disaster Preparedness Division	3 years as Firefighter
Hydrant Planning	3 years as Firefighter
Recruitment Guidance	3 years as Firefighter
A.A./Community Service Unit (excluding PSO's)	3 years as Firefighter
Arson Investigator Trainee	4 years as Firefighter
<u>Firefighter Specialist III</u>	
Operations Control Dispatcher (4 or more years continuous service)	4 years as Dispatcher
Public Service Officer (4 or more years continuous service)	4 years as Public Service Officer

Firefighter Specialist IV

Arson Investigator (one or more years continuous service--employees Receiving compensation at Schedule 5A prior to the effective date of the MOU shall continue to receive such compensation)

Minimum Eligibility Requirements

1 year as Arson Trainee or 1 year prior service as Arson Investigator

Firefighter Specialist VI

Arson Investigator

2 years as Arson Investigator

Firefighter Specialist VII

Senior Arson Investigator (1 position)

4 years as Arson Investigator

B. Engineer Specialist

Test Pit

1 year in Rank

C. Fireboat Mate

Supervising Officer, Fireboat and Fire Station

2 years in Rank

II. Hazard Pay

A. Firefighter III

Firefighter Specialist II

Helitac certified -regularly assigned to Helitac duties (excluding Helicopter Pilots)

Certification by Commander Air Operations

Firefighter Specialist IV

Helicopter Pilot I

4 years in Firefighter Rank

Firefighter Specialist V

Helicopter Pilot II
Heavy Tractor Operator

Pilot I
4 years in Firefighter Rank and California Class A, Commercial Driver's License

Firefighter Specialist VIII

Helicopter Pilot III

Firefighter Specialist IX

Helicopter Pilot IV

Apparatus Operator Specialist

Helitac certified -regularly
assigned to Helitac duties

C. Engineer Specialist

Helitac certified -regularly
assigned to Helitac duties

D. Fire Inspector I Specialist

Hazardous Materials
Response Unit

E. Fire Inspector II Specialist

Hazardous Materials
Response Unit

Minimum Eligibility Requirements

Pilot II

Pilot III Bo

Completion of
Apparatus Operator
probation and certified as Helitac
by Commander of Air Operations

Completion of
Engineer probation
and certified as Helitac by
Commander of Air Operations

Inspector I

Inspector II

ADMINISTRATION

FIREFIGHTER III

FIREFIGHTER SPECIALIST II- PUBLIC SERVICE UNIT

PUBLIC INFORMATION OFFICER

PUBLIC SERVICE OFFICER

I. POLICY

Members will be selected for these special pay positions based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be the rank of Firefighter for a minimum of four years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF SUPPORT SERVICES

FIREFIGHTER III

FIREFIGHTER SPECIALIST II -PERSONAL HISTORY UNIT

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Members must be in the rank of Firefighter for a minimum of three years.
- B. Members will be interviewed by a board of Department Officers approved/selected by the Chief Engineer for determination of the most qualified candidates.

ADMINISTRATION

FIREFIGHTER III

FIREFIGHTER SPECIALIST II- DISASTER PREPAREDNESS DIVISION

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Members must be in the rank of Firefighter for a minimum of three years.
- B. Members will be interviewed by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE SUPPRESSION & RESCUE

FIREFIGHTER III

FIREFIGHTER SPECIALIST II - HELITAC

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

A. Must be certified by the Commander of Air Operations. B. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for the assignment.

BUREAU OF FIRE SUPPRESSION & RESCUE

FIREFIGHTER III

FIREFIGHTER SPECIALIST II - STAFF ASSISTANT

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Rank of Firefighter for a minimum of four years.
- B. Interview by the Chief Officer concerned to evaluate ability, potential, and demonstrated performance of duties of the position.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for the assignment.
- D. Approval by the Bureau Commander, Bureau of Fire Suppression and Rescue.

BUREAU OF FIRE SUPPRESSION AND RESCUE

Firefighter III- Specialist

Helicopter Pilot I

1. Four years of experience as a sworn member of the Los Angeles City Fire Department;
2. Employment as Firefighter, Code 2112-3 at the time of selection for assignment;
3. Possession of a Commercial Pilot's license;
4. Possession of a Commercial Rotorcraft rating
5. Possession of a current certified flight instructor's rating;
6. Possession of a current Class I or Class 2 F.A.A. Medical Certificate;
7. Completion of a minimum of 500 flight hours in any aircraft;
8. Completion of the 200 hour Los Angeles City Fire Dept. Helicopter Flight Training Program and Certification by the designated LAFD Flight Instructor to operate the L.A.F.D. Bell 206B.

Selection for assignment

Applicants will be selected by a board as directed by the Chief Engineer.

Firefighter III- Specialist

Part-time Helicopter Pilot II

1. Must be a qualified Pilot I;
2. Completion of a minimum of 1000 flight hours, of which at least 500 hours were in L.A.F.D. helicopters;

BUREAU OF FIRE SUPPRESSION AND RESCUE

3. Certified by LAFD Flight Instructor to operate all single engine L.A.F.D. helicopters.
4. Hours of work to be split between operating Dept. helicopters and performing fire/rescue work as a Firefighter III.

Selection for assignment

Applicants will be selected by a board as directed by the Chief Engineer.

Firefighter III- Specialist
Full-time Helicopter Pilot III

1. Must be a qualified Pilot II;
2. Certified by LAFD Flight Instructor to operate all L.A.F.D. helicopters.
3. Vacancy must exist in the pay grade.

Selection for Assignment

Applicants will be selected by a board as directed by the Chief Engineer.

Firefighter III- Specialist
Helicopter Pilot IV

1. Must be a qualified full-time Pilot III;
2. Certified by LAFD Flight Instructor to operate all LAFD helicopters;
3. Vacancy must exist in the paygrade.

Selection for Assignment "

Applicants will be selected by a board as directed by the Chief Engineer.

BUREAU OF FIRE SUPPRESSION & RESCUE

APPARATUS OPERATOR SPECIALIST

HELITAC CERTIFIED

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Completion of Apparatus Operator probation.
- B. Must be certified by the Commander of Air Operations
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE SUPPRESSION & RESCUE
ENGINEER SPECIALIST

HELITAC CERTIFIED

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Completion of Engineer probation.
- B. Must be certified by the Commander of Air Operations.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE SUPPRESSION & RESCUE

FIREBOAT MATE -SUPERVISING OFFICER

I. POLICY

Members will be selected for these special pay positions based on demonstrated performance, ability, and potential.

II. SELECTION FOR ADVANCEMENT

- A. Must be Rank of Fireboat Mate for a minimum of two years.
- B. Interview by a board of Department Officers to evaluate administrative ability, potential, and performance of duties for the position of Mate.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE SUPPRESSION & RESCUE

CAPTAIN I SPECIALIST

HELITAC

I. POLICY

Members will be selected for these special pay positions based on demonstrated performance, ability, and potential.

II. SELECTION FOR ADVANCEMENT

- A. Must complete Captain I probation.
- B. Must be certified by the Commander of Air Operations. C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY

FIRE INSPECTOR I SPECIALIST

HAZARDOUS MATERIALS RESPONSE UNIT

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Interview by a board of Department Officers for determination of the most qualified candidates.
- B. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY

FIRE INSPECTOR II SPECIALIST

HAZARDOUS MATERIALS RESPONSE UNIT

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Interview by a board of Department Officers for determination of the most qualified candidates.
- B. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY
FIREFIGHTER III
FIREFIGHTER SPECIALIST II- ENGINEERING/HYDRANTS UNIT

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Rank of Firefighter for a minimum of two years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF SUPPORT SERVICES

FIREFIGHTER III

FIREFIGHTER SPECIALIST I - OPERATIONS CONTROL
DISPATCH

SECTION- DISPATCHER

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be the Rank of Firefighter for 4 years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF SUPPORT SERVICES

FIREFIGHTER III

FIREFIGHTER SPECIALIST II - OPERATIONS CONTROL DISPATCH
SECTION -DISPATCHER

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be the Rank of Firefighter and a dispatcher for a minimum of 2 years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF SUPPORT SERVICES

FIREFIGHTER III

FIREFIGHTER SPECIALIST III - OPERATIONS CONTROL DISPATCH
SECTION -DISPATCHER

I. POLICY

Members will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be the Rank of Firefighter and a dispatcher for a minimum of 4 years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF SUPPORT SERVICES

FIREFIGHTER III

FIREFIGHTER SPECIALIST II - RECRUITMENT GUIDANCE UNIT

I. POLICY

Employees will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Employees must be in the Rank of Firefighter for a minimum of two years.
- B. Employees will be interviewed by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for this assignment.

BUREAU OF SUPPORT SERVICES

ENGINEER SPECIALIST -TEST PIT II

I. POLICY.

A member will be selected for this special pay position based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be the Rank of Engineer for a minimum of one year and have current Class II driver's license.
- B. Interview by the Chief Officer concerned to determine the most qualified candidate.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for this assignment.

BUREAU OF FIRE PREVENTION & PUBLIC SAFETY

FIREFIGHTER III

FIREFIGHTER SPECIALIST II - ARSON INVESTIGATOR TRAINEE

I. POLICY

Employees will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Employees must be the Rank of Firefighter for 4 years.
- B. Employees will be interviewed by a board of Department Officers to evaluate ability, potential, and experience to determine the best qualified member.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE PREVENTION & PUBLIC SAFETY
FIREFIGHTER III

FIREFIGHTER SPECIALIST IV - ARSON INVESTIGATOR

I. POLICY

Employees will be selected for these special pay positions on a Department-wide basis, using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Employees must have been a Trainee for one year or have a minimum of one year prior Arson Unit experience.
- B. Employees will be interviewed by a board of Department Officers to evaluate ability, potential, and experience to determine the best qualified member.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

BUREAU OF FIRE PREVENTION & PUBLIC SAFETY

FIREFIGHTER III- ARSON INVESTIGATOR

FIREFIGHTER SPECIALIST VII - SENIOR ARSON INVESTIGATOR

I. POLICY

Members will be selected for these special pay positions using a system based on demonstrated performance, ability, and potential.

II. SELECTION FOR ASSIGNMENT

- A. Must be an Arson Investigator for 4 years.
- B. Interview by a board of Department Officers for determination of the most qualified candidates.
- C. The Chief Engineer may designate other individuals to assist in evaluating and selecting the most qualified member for assignment.

MAJOR ACTIVITIES SPECIAL PAY OR HAZARD PAY POSITIONS
SPECIAL PAY OR HAZARD PAY POSITIONS

Application	Planning Section	Administrative Services	Selection Officer	Commander of Affected Bureau	Chief Engineer	MAJOR ACTIVITIES SPECIAL PAY OR HAZARD PAY POSITIONS
						Develop requirements.
						Issue Announcement Bulletin.
						Forward application (F-17) any time during the year.
						Check application against requirements.
						Return applications of unqualified candidates.
						Compile file of qualified candidates for each position.
						Conduct investigation into candidates' qualifications and make selection.
						Recommend transfer request and sign Form General 41.
						Approve transfer request and sign Form General 41.
						Process necessary paperwork.
						Maintain files of candidates for and members in special pay or hazard pay positions.
						Periodic review of selection procedure.

REPORTS & RECORDS/PROCEDURES
APPLICATION FOR SPECIAL/HAZARD PAY F-17

INITIATED BY: Member concerned
NUMBER OF COPIES: One
PERIOD RETAINED: Until end of current calendar year. Applications submitted during December will be retained during the following year.
FORWARD: Annually, prior to January 1st or when needed
REFERENCE: -----
ROUTING: Directly to Personnel Services Section

APPLICATION:

- A. To be used to request consideration for assignment of Special or Hazard Pay positions within a Civil Service Class (Chief Officer's Adjutant, Tractor Operator, etc.). A separate form must be completed for each position for which the member wishes to apply.
- B. Enter position title as indicated on Selection Announcement Bulletin.
- C. Applicant will complete required information.
- D. Applications will be completed and submitted prior to January 1st each year. However, when a member completes any specialized experience or training required by a Selection Announcement Bulletin during the year, the member may apply for consideration for that type of Premium or Hazard Pay position.
- E. The applicant must list all assignments, including special duty assignments. In addition, the applicant should elaborate to the extent necessary on assignments, education, training courses, etc., that are particularly qualifying for the type of position for which the application is being made. The reverse side of the form may be used if needed.
- F. A member selected for assignment to a Special or Hazard Pay position and who has not previously applied for such position must complete Form F-17 before additional pay can be implemented.
- G. The applicant must sign in the space provided.

F-PGA-2

Date

PAY GRADE ADVANCEMENT
OR
SPECIAL/HAZARD PAY
ANNOUNCEMENT BULLETIN

Los Angeles City
Fire Department
Offers Opportunity
For Pay Grade Advancement

TITLE:

SALARY RANGE:

QUALIFICATIONS:

LOCATION OF POSITIONS:

FORWARD APPLICATION TO:

LAST DATE TO FILE:

SELECTION PROCEDURE:

ANTICIPATED NUMBER OF VACANCIES:

CIVILIAN PAY GRADE ADVANCEMENT PROCEDURE .

I. PURPOSE

This Policy Statement prescribes the procedures to be used in" implementing the Pay Grade Advancement Plan for civilian employees.

Under these procedures, assignments to positions in classes with more than one pay grade shall be made in conformance with job-related merit principles.

II. PROCEDURE

A. ASSIGNMENT TO HIGHER PAY GRADE POSITIONS

Reassignment or Appointment From Eligible List

Appointment to higher pay grade positions shall be made

- 1.By the reassignment of employees who have assignment rights;
- 2.By the appointment of eligibles from Civil Service eligible lists; or
3. By the appointment of those who otherwise would be eligible for an appointment via City Charter or other Administrative Code provisions.

III. METHOD OF SELECTION

A. Notifying Employees of Reassignment Opportunities

When positions are to be filled by reassignment, the Personnel Services Section may announce to eligible employees on an interdepartmental or intradepartmental 'basis the opportunity to apply for pay grade advancement after considering:

- 1.The number of vacancies to be filled and the number and quality of eligibles available from within the department;
- 2.The skills, knowledge and abilities required to perform the duties of the position(s) to be filled;
- 3.Operational needs of the Department including employee morale, cost effectiveness and urgency for filling the vacancies.

The announcement shall include the following:

1. The minimum experience requirements, if any, for the higher pay grade position(s).
2. A summary of the duties which the successful applicants will be expected to perform.
3. The skills, knowledge, abilities and personal qualifications required to perform those tasks effectively.
4. The methods to be used in evaluating those skills, knowledge, abilities, and personal qualifications.
5. The manner in which, and the date by which, qualified employees are expected to express their interest in being considered for pay grade advancement (a minimum one week filing period, depending upon the class size and geographic dispersion of personnel).
6. When a large number of applicants is anticipated, the notice will indicate that all applications will be reviewed to determine those best qualified. (The Department may establish a list of candidate names to meet hiring needs for a given period of time.)

NOTE: The Department will interview at least five (5) applicants for each vacancy.

7. A statement of the length of time for which the pool or list will be used.

B. Submission of Resume

1. Interested candidates who qualify for pay grade advancement may be requested to submit a resume or application outlining their education and work history by a date indicated on the notification of advancement opportunity.
2. The Department may ask the candidate to complete a supplemental qualification questionnaire to provide specific information regarding the necessary skills for a higher pay grade position.
3. Additionally, the Department may use the application, resume, or supplemental qualification questionnaire, to determine the best qualified candidates to admit to the pay grade advancement procedure when there is a large candidate group. The number of candidates admitted should be proportionate to the number of vacancies.

C. Supervisory Evaluation of Candidates' Performance

The appointing authority may request the immediate supervisor of each candidate to evaluate the candidate's capacity to perform at the higher pay grade. If such an evaluation is requested, it will be made on a structured performance evaluation form covering demonstrated performance over a specified period of service. The structured evaluation form will be completed by the supervisor and reviewed by the next level of supervision.

If the current supervisor has not supervised the candidate for the full period of service being evaluated, the evaluation will be completed by both the current and the previous supervisor(s).

The reviewer will carefully compare the structured performance evaluation form with the most recent employee evaluation report and note any inconsistencies in the two evaluations. Significant differences between the performance evaluation form and the most recent employee evaluation report should be reviewed with the current supervisor to determine reasons for the differences.

D. Selection Authority

The Chief Engineer and General Manager of the Department is the final selection authority and may delegate responsibility for assessing candidate qualifications.

E. Assessment of Candidates' Qualifications

1. The Chief Engineer shall determine the method of assessing the candidates' qualifications. Such assessment may include a structured interview, performance test, written test, evaluation by a panel, application/resume review or a combination of the above.

2. If a structured interview or evaluation by panel is included as part of the method of assessment, the Chief Engineer shall have structured rating sheets designed and shall convene a panel to assess the qualifications of the candidates. Normally, the panel will consist of two or more Department employees or representatives from other agencies who have the appropriate training and experience and are at the appropriate level to qualify them to evaluate the candidates.

3. Each panel member shall evaluate each candidate in accordance with the instructions and criteria on the structured rating sheet.

4. Candidates may be evaluated using several different methods, one of which could be placement into one of four eligibility pools, as follows:

Outstanding Good

Satisfactory

Not recommended at this time

5. Persons in the "Not recommended at this time" pool, will not be considered for appointment during the life of these eligibility pools. However, they will be permitted to compete in the next pay grade selection for this class.

6. After independently assessing the qualifications of each candidate, the panel members shall arrive at a consensus on a final evaluation which shall reflect input from the evaluation of each panel member.

F. Candidates' Right to Request review of the Evaluation Process

1. If a candidate believes that the evaluation panel was prejudiced, or that the assessment process, including the supervisory evaluation, was conducted improperly, the candidate may file a written request for review within 48 hours of the alleged impropriety. All requests shall be reviewed by the appointing authority or a designated representative who will respond as the final review authority within two weeks, and prior to any appointments being made.

2. When the evaluation process has been completed, and the eligibility pools prepared, candidates may request to review their performance with representatives of the Personnel Services Section. The Department representative will have available all the material used in the assessment process. The purpose of this review process is to counsel the employee regarding any areas of weakness so that he or she may improve his/her performance in subsequent evaluations. Depending upon the situation, the appointing authority may wish to have the immediate supervisor participate in the counseling session.

3. All supervisory ratings and other selection material shall be retained for a reasonable length of time. However, none of this material shall be placed in the employee's folder.

G. Use of Eligibility Pools or Lists in Pay Grade Advancements

1. The appointing authority may consider candidates from both eligibility pools and the eligible list.

2. The eligibility pools will be used in making any pay grade advancements for a period which is specified in the notification of advancement opportunity and which may be extended by the appointing authority for not more than six months.

3. In making a pay grade advancement using the eligibility pools, the appointing authority shall select from among those candidates in the highest available pool unless the highest available pool has an insufficient number of candidates available. If insufficient candidates are available in the highest available pool, then all candidates in the next lower pool may be considered for advancement.

REASSIGNMENT TO LOWER PAY GRADE POSITIONS

A. Based on Factual Evidence

Reassignment to a lower pay grade position other than for voluntary reasons, shall be based on factual evidence that the employee has not performed in a fully competent manner in the higher pay grade position, or where the best interests of the service warrants such change, e.g. layoffs due to budget cuts.

B. All Relevant Information to be Considered

The Chief Engineer and General Manager shall make the final decision in any downward reassignment. To aid in the decision, the appointing authority shall be furnished with as much information as possible, including appraisals from the employee's immediate and previous supervisors, as well as information from the employee's folder.

C. Notice to Employee

Notice of reassignment to a lower pay grade position shall be in writing and shall state the reasons for the reassignment. The employee shall normally be notified at least two weeks in advance of the reassignment.

D. Employee's Right to Request Review of the Reassignment

An employee may request a review of the proposed reassignment by the appointing authority or by his or her designee.

PART IV
CERTIFICATION SELECTION PROCEDURE
CIVILIAN POSITIONS

I. PURPOSE

This procedure is to be used in selecting candidates for employment from eligible lists for civilian positions.

The City Charter clearly provides for a two-part process for the selection of employees. The civil service examination system is under the direction of the Civil Service Commission and the operating department appointing authority makes the final decision on whom to appoint within the constraints of the City Charter's certification process. Departments have the responsibility to ensure that all job candidates are rated against job requirements and solely on the basis of their qualifications.

The following procedure is intended to assist and guide supervisors in designing and implementing effective and legal certification selection criteria. In addition, these procedures provide for full utilization of the Rule of Three Whole Scores, offer a mechanism for candidates to receive feedback on their performance in the selection process, and describe the documents interviewers will receive before evaluating candidates and that they must prepare in recommending a selection decision to the Chief Engineer.

II. POLICY

A. The certification selection process is designed to select employees from eligible lists for specific positions within a class. Since the individuals under consideration in the certification process have all successfully competed in the testing process, it is not necessary to reassess individuals in the same areas. The Department may choose to use a selection method which incorporates an evaluation of the candidate's work performance. Similarly, persons with direct knowledge of the specific duties of the job are encouraged to serve as raters, regardless of whether they may know one or more of the candidates for the position. A rater, however, who believes that he/she may not be capable of making a fair assessment should not participate in the selection process.

All Fire Department employees involved in certification selection have three basic responsibilities:

1. To select the best qualified candidate(s) based on job-related factors and selection procedures;
2. To define job duties, requirements and other conditions of employment accurately; and

3. To document selection methods and decisions.

Any supervisor who moves into an assignment that could require hiring of candidates from eligible lists should contact the In-Service Training Section to be scheduled for Certification Interview Training. Completion of that training is to be recorded in the Personal Record Books of uniformed supervisors. Second-level supervisors should confirm periodically that any subordinate who may conduct Certification Interviews has completed this training well ahead of need.

B. CERTIFICATION COORDINATOR: RESPONSIBILITIES

The Certification Coordinator in the Fire Department is the Supervisor, Personnel Services Section. That Coordinator will:

1. Maintain current knowledge of the Fire Department's affirmative action goals and timetables.
2. Ensure that the members of the Fire Department's certification selection interview panels are informed of the Department's affirmative action goals, and their affirmative action responsibilities under the Rule of Three Whole Scores.
3. Coordinate, review, and monitor all aspects of the Department's certification selection interview procedure, which include but are not limited to:
 - a. balancing interview panels by sex and ethnicity, where possible;
 - b. preparing appropriate, job-related interview rating sheets and "core" interview questions; and,
 - c. giving appropriate consideration of the Department's affirmative action goals, and the full utilization of the Rule of Three Whole Scores in the making of certification selection recommendations.
4. Monitor the impact of certification selection activity on the attainment of the Department's affirmative action goals.
5. Provide cumulative appointment data reports as requested by Management or the Personnel Department.
6. Regularly apprise Department management on selection activity in the Department, and on the Department's success in utilizing available opportunities to further progress towards meeting the Department's affirmative action goals.

7. Ensure that any findings arising out of the annual Affirmative Action Audit are addressed by the Department in a timely and appropriate manner, in order to improve the Department's ability to comply with the Mayor's Executive Directive No.5 (revised) and the Rule of Three Whole Scores.

8. Maintain records on the reasons for selecting or not selecting applicants for Civil Service positions, pay grade advancements, and emergency appointments. These records shall be analyzed for job-relatedness and consistency with affirmative action goals.

III. GENERAL

Interviewers have 30 days to evaluate candidates, write a recommendation for hire, and have that recommendation and its supporting documentation approved through channels so that Personnel Services Section can send the Report of Certification showing one or more hires to the Personnel Department not later than 30 days from the date of certification. Personnel Department can refuse to allow appointments reported after 30 days from the date of Certification. That refusal could require re-certification of eligibles, re-interviews for any candidate desiring a second interview, and substantial delay in filling a vacancy.

Supervisors/Interviewers should be aware that the effective date of an appointment can be up to 120 days after the date of certification. However such an appointment must be reported to Personnel Department within the 30-day life of the certification. Vacancies occurring after a certification expires will require a new certification.

IV. ASSESSMENT OF JOB DUTIES

The appropriate selection of qualified individuals to fill positions requires a clear understanding of the work performed and the requirements necessary to perform the work effectively. Supervisors therefore, are responsible for accurately assessing and defining the job duties of positions. Supervisors, with the assistance of the Personnel Services Section, should identify specific components of the job, whether by direct observation or by review of pertinent documentation such as class specifications and position descriptions. Such an assessment of the job duties will enable accurate determination of the skills, knowledges and abilities needed to perform the work, which will in turn define the job-related factors to be measured in the selection process.

V. ASSESSMENT OF CANDIDATE QUALIFICATIONS

Interviewing supervisors, consulting with their chain-of command, shall determine the method of assessing the candidates' qualifications. Such assessment may include, but is not limited to, an appraisal interview, a performance test, a written test, an evaluation by a panel, an application/resume review, a review of past work performance, or a combination of the above. The word "interview" below is used synonymously with other assessment methods listed above.

VI. DEPARTMENTAL NOTIFICATION TO ELIGIBLES OF THE CERTIFICATION SELECTION METHOD

Interviewers/supervisors shall grant interviews or allow participation in alternate job-related procedures to all persons reporting to the certification, and reserve judgment in making a selection until all those certified and reporting have been interviewed.

Supervisors/Interviewers will clearly but briefly state to eligibles the certification selection method and screening techniques the Department will use to fill positions at the time they schedule interviews with candidates. This is to include the method(s) to be used to evaluate skills, knowledges, abilities and personal qualifications.

Supervisors/Interviewers are not required to go into great detail at this point or to allow the candidate to conduct their interview by telephone.

VII. SCREENING OF ELIGIBLES

The most common selection method is an interview. However, instances occur in which the Department may wish to employ other selection methods to screen candidates prior to a certification selection. In these instances, the screening technique may include, but is not limited to, the following:

A. Successive Interviews

The Personnel Services Section or lower-level supervisors may conduct a preliminary interview of all eligibles with a referral of final candidates to a subsequent level for final decision. Although the initial interview need not be exhaustive, it should follow the basic guidelines for all certification interviews and screen eligibles based on job-related factors.

B. Review of Applications and/or Resumes

A review is particularly appropriate when filling a position within a broad class and the position requires specialized training and/or experience which may readily be identified on an application. Additionally, whenever there may be considerable variation in work history, a review of applications/resumes is useful.

C. Request for Certification of Less Than Three Whole Scores

The Charter permits certification of less than three whole scores if the whole scores certified provide the required minimum number of names. In instances where a department knows a large candidate pool exists within a given whole score or scores, it may reduce its certification workload by requesting certification of only that score or scores.

It should be noted that the intent of the Rule of Three Whole Scores is to eliminate minimal differences in scores of candidates, and narrow certifications tend to defeat this consideration in selections. Accordingly, it is recommended that this method of screening be used sparingly.

D. Work Simulation or Performance Test

The job-relatedness of such approaches, when they include samples of work employees must be able to perform on the job, is obvious and these approaches can be very reliable.

E. Submission of Sample Work

This method is appropriate where there is an identifiable product related to what will be required on the job and which is too complex to perform on site (e.g., drafting candidates provide sample drawings or administrative candidates submit sample reports).

VIII. PREPARATION FOR CERTIFICATION SELECTION INTERVIEWS

Although the following procedures refer to the most common selection method, the certification interview, it should be emphasized that the use of rating sheets, appropriate job-related factors, and proper documentation as identified below are applicable to any certification selection method chosen for use. Supervisors can consult with Personnel Services for information or assistance with rating factors, rating sheets, and other documentation.

Interviewers should schedule interviews as soon as possible, for candidates who report in on a certification, and anticipate the need to interview by making tentative arrangements even before candidates begin to call. Keep the number of interviewers to an essential minimum. At least two persons should make up the interview board, but beyond that number, additional interviewers make it harder to schedule all interviewers together, delaying interviews. A large interview board can intimidate candidates into interviewing below their best level. Schedule interviews for an area free of noise and telephone interruptions. See the material titled "The Certification Interview" prepared by the Personnel Department elsewhere in Book 53.

The Certification Notice candidates receive from Personnel Department will state that candidates who are granted an interview and have a disability requiring special accommodation for the interview, etc. should so indicate when responding to the Certification Notice. Personnel Services will advise interviewers of any special accommodation a candidate requests, so that wheelchair-accessible interview sites, sign language, interpreters, etc. can be provided prior to the interview date.

Prior to conducting the selection interviews, etc., raters will receive the following from Personnel Services Section:

1. The most current information showing the ethnic/gender composition of the classification or occupational category for which they are evaluating candidates and the goals for representation in that category. Raters should keep that objective in mind in evaluating candidates.
2. A copy of the certification showing its Certification No. and expiration date.
3. A "Record of Certification Activity", on which Part I, Section B, is to be completed by the chairperson of the Interview Board.

IX. CANDIDATE RATING SHEET

Supervisors and other raters, after reviewing the duties of the position and assessing the essential components of the job, are to develop one candidate Rating Sheet that all raters will use which outlines the critical rating factors that will be used to evaluate the eligibles for the position. A Candidate Rating Sheet ensures that raters use consistent criteria to measure all eligibles, and serves as a document on which to record pertinent information and job-related comments regarding the eligible.

In developing a Rating Sheet, include a category titled "Affirmative Action Knowledges, skills, abilities and personal qualifications". Provide space under each rating factor to evaluate candidate responses. Provide a space for each rater's overall evaluation of a candidate. The actual Sheet may consist of as many pages and rating factors as needed. Space for a rater signature and date must appear on the last page of the form. See the model Candidate Rating Sheet attached.

Each rater must use a separate Rating Sheet for each candidate. Each rater must date and sign each completed Rating Sheet. Each rater must use a separate Rating Sheet and evaluate only one candidate on each rating sheet.

X. JOB-RELATED QUESTIONS

The interview questions should be developed and based only on job-related factors which are clearly described. Identical questions need not be asked of each eligible; however, sufficient information should be gained regarding each of the critical rating factors identified on the rating sheet to evaluate the eligible in each of the appropriate subject areas.

Include questions in each interview to assess candidates' affirmative action knowledges, skills, abilities, and personal qualifications. Those traits are important in non-supervisory positions as well as in supervisory positions, and in every job classification. They affect a candidate's ability, if appointed, to contribute to creating and maintaining a fair, even-handed, and productive work environment.

XI. ADDITIONAL EVALUATION INFORMATION

In addition to comments on rating sheets and the final rating, any additional information pertaining to the rating factors and impacting the hiring decision should be well documented. Additional evaluation information may include a candidate's attendance record and/or past work performance.

XII. DOCUMENTATION

Interviewers should plan to forward a Red Letterhead F-225, with the attachments described, to the Chief Engineer through channels containing their hiring decision and recommendation. This letter is to be based on the assessments of each eligible recorded on the rating sheets. A model letter is attached showing 1) topics that must be addressed by the writer and 2) information that the writer must provide based on planning and conducting interviews, and an evaluation of candidates by raters.

Support the recommendation to hire with the best possible presentation of the facts and interviewers' evaluation of each candidate. Is it clear to someone not familiar with the job what job-related knowledges, skills, and abilities the interviewers were assessing and whether some knowledges or skills rank more importantly than others in arriving at a recommendation to hire?

Describe each candidate's strengths and weaknesses concerning affirmative action to the same extent you would evaluate their ability to perform any other important job-related responsibility. Does the recommendation take affirmative action hiring goals of the Fire Department into account in choosing among equally qualified candidates?

As part of making the hiring decision, the person responsible for making the hiring recommendation to the Chief Engineer is to contact the Personnel Services Section to review all selection documentation for completeness and appropriateness of comments, since these comments may be used for counseling unsuccessful candidates and/or for supporting contested actions. Further, all selection-related materials are official City documents and will be maintained in accordance with the City's records retention procedures by Personnel Services Section.

Personnel Services can also assist a supervisor/interviewer in determining if any candidate who was "Available" at the time of interview subsequently "Declines" appointment. This can reduce the number of candidates "Available" for hire who need to be discussed in the final-draft F-225.

Attach the following to the completed Red Letterhead F-225:

- A. A copy of the Certification Activity Report. The chairperson of the interview board is to complete Part I, Section B, and date and sign that Section.
- B. A copy of the certification reporting candidates as "Available", "Declined", "Failed To Report", or "Recommend for Hire" and describing their ethnicity gender and any handicaps.
- C. A Candidate Rating Sheet for each candidate reported " Available" or "Recommended for Hire"

All raters are to sign the F-225, with each name and class title typed.

Submit the F-225 recommending appointment (with attachments) to reach the concerned Bureau Office, Through Channels, not less than eight (8) calendar days ahead of the end-date of the certification. Interviewers must be prepared to defend their recommendation verbally if necessary during Bureau and higher-level reviews. Interviewers should leave time to re-write the recommendation if requested. Interviewers must stay aware of the certification's end-date, check regularly with their chain-of-command about approval through channels, and remind higher-level supervisors of the approaching end-date. Keep a copy of the Red Letterhead and send a copy, marked "For Information Only", direct to Personnel Services, Room 1040, Headquarters.

XIII. ELIGIBLES' RIGHT TO REQUEST REVIEW OF PERFORMANCE

After the evaluation process has been completed and the selection announced, an eligible may request to review his/her performance in the selection process. Personnel Services Section will make available a summary of the specific rater comments and areas of strength and/or weakness. Such review shall occur under the supervision of Personnel Services staff to ensure the confidentiality of raters.

NOTE: Provisions of the State of California Public Records Act regarding the right to privacy prohibit the divulgence of specific information regarding other individuals on the certification.

LOS ANGELES CITY FIRE DEPARTMENT

CANDIDATE RATING SHEET

(MODEL)

Class _____ CERT. _____
Title: _____ NO. _____

Location of
Vacant Position: i.e., Pers. Svcs. Arson, Blnng & Accts. Rec'b Unit

Rater: (Print Name) _____
(Title) _____

<u>Candidate</u> <u>I.D.</u>	<u>GENDER</u>	<u>ETHNIC</u>
Name: _____	M _____	1. Black _____
Disability if any: Yes _____ No _____	F _____	2. Hisp. _____
Explain any Handicap and possible accommodation:		3. Asian _____
_____		4. Cauc. _____
_____		6. Am. Ind. _____
_____		7. Filipino _____
_____		Driver's
_____		License No.:
_____		Expires: _____

Rate candidate in each of the following categories; indicate score for each factor. In the "Comments" section, indicate any specific strengths which would contribute to effective job performance or specific weaknesses which would detract from effective job performance, to document your reasons for your final score. Use additional sheets if needed.

FACTORS	MAX POINTS	COMMENTS (Continue on reverse)	SCORE POINTS
1.			
2.			
3.			
4.			

Raters Signature _____

Date _____

C. Name, Gender/Ethnicity, score (any handicap)

Describe any handicap of a candidate and whether a candidate is otherwise qualified, and any procedures, equipment, etc. that might accommodate a handicap). Etc.

4. .Include a paragraph summarizing the reason(s) for approving the selection of the candidate(s) recommended for hire).

Respectfully submitted.

(Name, title, assignment of all interview raters)

