

Date of Posting: June 4, 2018

NOTICE

The Village of River Forest Board of the Fire and Police Commissioners will conduct promotional examinations to compile a Final Fire Lieutenant Promotional Eligibility List for the Rank of Fire Lieutenant.

Promotions to the Rank of Fire Lieutenant shall be made in accordance with the Rules and Regulations of the Board of Fire and Police Commissioners as adopted, amended and revised as of February 23, 2012, the Fire Department Promotion Act (50 ILCS 742/1 et seq.), the Agreement between the Village of River Forest, Illinois and Local 2391 of the International Association of Firefighters, AFL-CIO, CLC dated May 1, 2013 through April 30, 2016 (“Agreement”) and the Memorandum of Understanding between the Village of River Forest and the Fire Lieutenants of the River Forest Fire Department. The Board provides for promotion on the basis of written examination, seniority, ascertained merit and a subjective component. All examinations for promotion shall be competitive among qualified members of the next lower rank who desire to submit themselves to examination.

Eligibility – All promotions to Fire Lieutenant shall be made from employees in the firefighter rank who have at least six (6) years of seniority in the Fire Department. Anniversaries of service, which affect eligibility, will be considered to occur on the date the written examination is given.

Rating Factors and Weight -- All examinations shall be impartial, job-related and test those matters that ascertain the candidate’s ability to discharge the duties of the position to be filled. The placement of firefighters on the promotional lists shall be based on the points achieved on the promotional examinations consisting of the maximum allowable points for the following four (4) components as specified:

Component	Maximum Allowable Points
Written Examination	55
Seniority	10
Ascertained Merit	20
Subjective Component	15

The Written Examination shall be given in accordance with the Fire Department Promotions Act and scored on a scale of 100 points. This component shall be calculated at 55% of the final score so that the maximum points available from this component shall be 55. Candidates must obtain a score of 70% on the written exam to be eligible for promotion, and placed on a promotional list. The Written Examination shall be administered on **Thursday, September 6, 2018 from 9:00 a.m. to 11:00 a.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305.**

The Reading List for the last two (2) written examinations for promotion have been provided for study purposes and the study materials are available and accessible at the Fire Department.

Seniority points shall be awarded in the following manner with an available maximum of 10 points.

8-10 years	4 points
11-15 years	6 points
16-20 years	8 points
21+ years	10 points

Ascertained Merit points shall be awarded in the following manner with an available maximum total of 20 points.

FFIII or successful completion of Advanced Technician Firefighter Course	2 points
FAE	2 points
Fire Officer I	6 points
Hazmat	2 points
Technical Rescue Tech (all 4 certifications)	2 points
Associates Degree in any field	3 points
Associates Degree in a fire-related discipline, e.g., Fire Science, Fire Service Administration, or Public Administration	4 points
Bachelors Degree in any field	6 points
Bachelors Degree in a fire-related discipline, e.g., Fire Science, Fire Service Administration, or Public Administration	8 points

Points awarded by Associates' Degree and Bachelors' Degrees may not be combined.

Points awarded for FFIII/Advanced Technician Firefighter Course and Fire Officer I may not be combined.

Candidates wishing to receive points for Ascertained Merit shall include copies of appropriate diploma(s) and/or certificate(s) when submitting the application packet.

Any disputes resulting from the awarding of ascertained Merit points for Associates degrees or Bachelors degrees may be resolved the grievance procedure set forth in Article VI of the Agreement.

The Commission will cause an Assessment Center to be administered to all candidates by Resource Management Associates for purposes of testing the Subjective Component. **The Orientation for the Assessment Center will be held on Tuesday, July 10, 2018 from 1:00 p.m. to 2:30 p.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305.** The Orientation will familiarize all candidates with the promotional process and will identify to the candidates the Subjective Components that will be assessed, which shall be job-related and applied uniformly to all candidates. The Subjective Component will be scored based on a maximum of 15 points.

All Assessment Center exercises, including the candidate evaluation and scoring, will be videotaped to ensure consistency in the process and fairness to all candidates.

The Assessment Center will be conducted on **Tuesday, July 17, 2018 and, if necessary, Wednesday, July 18, 2018 from 8:30 a.m. to 5:00 p.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305.** The specific location at Concordia University will be announced at the Assessment Center Orientation on July 9, 2018 from 1:00 p.m. to 2:30 p.m.

Scoring of Components – Scores of all test components shall be added to produce a score, which shall be out of a total of 100 maximum points. Candidates shall then be ranked on the list in the rank order based on the highest to the lowest points scored on all components of the test. The preliminary promotion list shall be composed of candidates who obtain an overall score of at least sixty (60) points after all component scores are compiled. Whenever two (2) or more candidates receive the same score on the preliminary promotion list, priority shall be given to the person who has the highest seniority. However, their scores shall not prevent a candidate(s) from being placed on the preliminary or final promotion list. A candidate on the preliminary promotion list who is eligible for a veteran's preference under the laws and agreements applicable to the Department may file a written application for that preference within 10 days after the initial posting of the preliminary promotion list. The preference shall be calculated as provided under the Fire Department Promotion Act and added to the total score achieved by the candidate on the test. The Board shall then make adjustments to the rank order of the preliminary promotion list based on any veteran's preferences awarded. The application of military preference points to any candidate's scores shall not be a reason to remove any other candidate(s) from the final promotion list. The final adjusted promotion list shall be posted at Village Hall and the Fire Station, with copies provided to the Union and all candidates.

For further details, please contact Michael T. Trucco, Chair, Board of Fire and Police Commissioners, c/o Village Hall, 400 Park Ave., River Forest, Illinois 60305.