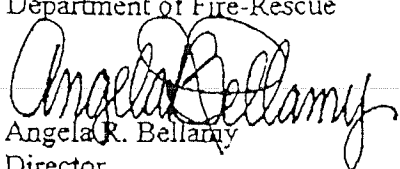


CITY OF MIAMI, FLORIDA

## INTER-OFFICE MEMORANDUM

TO: Carlos A. Gimenez  
Chief of Fire  
Department of Fire-Rescue

FROM:   
Angela R. Bellamy  
Director  
Department of Human Resources

DATE: January 11, 2000

SUBJECT: Specifications for the Fire  
Lieutenant Examinations

FILE:

REFERENCES:

ENCLOSURES.

This memorandum supersedes the memorandum dated January 10, 2000 on the above referenced topic.

The following is a summary of the meetings held on the Fire Lieutenant's examination process. The following persons were in attendance: Carlos A. Gimenez, Chief of Fire; Thomas Gabriel, President, IAFF Local 587; Angela R. Bellamy, Director, Department of Human Resources; and Mary E. Leckband, I/O Psychologist, Department of Human Resources. Set forth are the agreed to terms between the Department of Human Resources, Department of Fire-Rescue, and IAFF Local 587 with regard to the upcoming two, and only the two, Year 2000 Fire Lieutenant's examinations:

**Eligibility (as per the collective bargaining agreement):**

- I. Firefighters who have had four (4) or more years of satisfactory service by October 27, 1997, are eligible to sit for the first administration of the examination on March 22, 2000.
- II. Firefighters who have had four (4) or more years of satisfactory service by November 26, 1999, are eligible to sit for the second administration of the examination on a date to be determined in Summer 2000.

**The Fire Lieutenant's Examination will contain two format parts:**

- I. 150 Multiple Choice items verbatim from the reading list items #6, 7, and 8, as published on 9/27/99 in Official Notice #990744; no repeat questions from the previous examinations that span back to 1990. This portion of the written examination is closed book, and questions will direct candidates to what books answers are being derived from, as well as a page number will be provided as a citation with each question.
- II. Multiple Choice/Matching Format that will be scenario based; 7-10 scenarios followed by a set of questions that have a list of potential choices from which candidates can select the answer indicating the correct order of action based upon the scenario presented.

Fire Lieutenant Examinations  
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- A. The first part of this test will be closed book and material will only be tested from the EOM (Item #1 on the reading list published on 9/27/99 in Official Notice #990744.)
- B. The second part of this test will be open book and material will only be tested from Items # 2, 3, 4, and 5 on the reading list published on 9/27/99 in Official Notice #990744 (copies of all materials will be provided on the day of the test.)

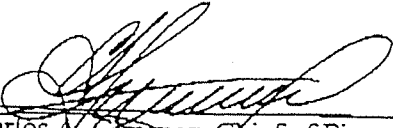
Administration:

- I. The test will be administered in one day to all eligible Firefighters.
- II. The first part of the test will take place in the morning.
- III. The second part of the test will take place in the afternoon, concluding a lunch break that will be two hours in duration.
- IV. All test materials will be collected after each session, and will not be returned to test candidates for review or revision on concluding the administration.
- V. All test candidates must participate in both components, and be checked-in prior to the beginning of each section with a photo ID, in order for test to be scored.
- VI. Exam challenges will be reviewed by the test company and they will provide a recommendation to a Review Committee comprised of the Chief of Fire, Director of Human Resources, and President of IAFF Local 587. The committee will review challenges as well as the recommendations, anonymously, and will provide the test company with their decision for the final scoring. If the committee cannot come to a consensus on a challenged item, then the item will remain as originally keyed by the testing company.
- VII. Copies of the examination will be available at the Fire Chief's Office the day after the examination process.

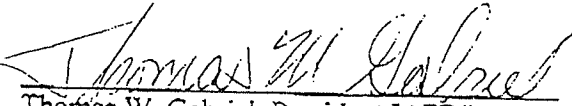
With regard to the scoring methodology and weighting for the Fire Lieutenant examinations, once the City of Miami takes possession of the component weights for the examination from the testing company and verifies the proposed weighting with the Job Analysis, the weights will be presented to you and the Chief of Fire for review. We anticipate taking possession of the proposed weights by January 18, 2000; and thus will work quickly in our verification process, and review the weights with you and the Chief of Fire for publication.

or his designee  
5/10/2000  
T.G.  
W.B. Smith  
- Acting  
Chief  
5/10/00

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me at (305) 416-2110. Please sign below indicating your agreement to the above referenced specifications.

  
\_\_\_\_\_  
Carlos A. Gimenez, Chief of Fire

6/11/00  
Date

  
\_\_\_\_\_  
Thomas W. Gabriel, President IAFF Local 587

6/11/00  
Date

  
ARB/RSJ/MEL

C: R. Sue Weller, Labor Relations Officer  
Mary E. Leckband, Testing and Validation