



GUAM FIRE DEPARTMENT
AGANA, GUAM

85-11

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GENERAL ORDER:

Date of Issue: 12/19/85	Effective: 12/19/85	
Reference:	RESCINDS: DPS G.O. #76-6	
Index As: Appointment and Reassignment of Firefighter II and Fire Service Specialist Policy Reassignment of Firefighter II and Fire Service Specialist, Appointment and Firefighter II and Fire Service Specialist Policy, Appointment and Reassignment of Policy, Appointment and Reassignment of Firefighter II and Fire Service Specialist		

SUBJECT: Firefighter II and Fire Service Specialist, Appointment and Reassignment Policy of

PURPOSE: To Provide information to all concerned personnel on the selection and reassignment procedures to and from Firefighter II and Fire Service Specialist

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. Establishment and Duration of Master Eligibility List
- II. Selection Criteria
- III. Selection Method
- IV. Appointments
- V. Reassignment procedures to and from firefighter II and Fire Service Specialist
- VI. Definition
- VII. Duration of Policy

I. ESTABLISHMENT AND DURATION OF MASTER ELIGIBILITY LIST:

- A. As deemed appropriate by the Fire Chief, select committee of the Department shall interview and rate all eligible applicants. The number of points scored shall then be added to those points received by the candidate on his performance evaluation and education. The total points received by each applicant shall determine his numerical standing on the eligible promotion list.

The life of the established list shall be for a period of six (6) months from the published date. All applicants shall be given written notice of their scores.

Members of the Select Committee who have a relationship to the candidate within the second degree of consanguinity shall disqualify themselves from any consideration of such candidate, and the chairman of the committee shall act in said member's behalf. (Note definition Sub C, second degree consanguinity).

II. SELECTION CRITERIA:

- A. The following is a list of criteria to be used in the establishment of Firefighter II and Fire Service Specialist eligibility list:

1. Performance Evaluation

Outstanding	40 Points
Good	30 Points
Acceptable	20 Points

2. Education

Bachelors Degree or above	12 Points
60 Units or More	8 Points
30 Units or More	4 Points

High School and 4 years
experience for Firefighter III.
(Applicable to applicants who
were hired in the service prior
to and as of January 22, 1974) 2 Points

High School and 2 years
experience for Firefighter II.
(Applicable to applicants who
were hired in the service prior
to and as of January 22, 1974) 2 Points

3. Oral Examination

48 Points

The above three (3) elements are weighed numerically but they are not expressed in percentages, therefore, the top man could score a total of 100 points: Seniority will be applied only in breaking a tie. (Department Seniority).

For the purposes of scoring candidates for the Firefighter II and Fire Service Specialist positions in the category of Performance Evaluation Reports:

1. Scoring the Performance Evaluation Report will be arrived at as follows:
 - a. Each rating falling in Category 4 (exceed standards) will have a numerical value of three (3).
 - b. Each rating that falls in Category 3 (meets standards) will have a value of two (2).
 - c. Each rating that falls in Category 2 (some improvement needed) will have a value of one (1).
 - d. Ratings in Category 1 (not satisfactory) will have "zero" value.
2. Promotional rating of the candidate:
 - a. Candidates receiving a score of 45 or above will be graded in the "outstanding" class (Promotional Points 40).
 - b. Those who have a total score of 27-44 will receive a grade of "good" (Promotional Points 30).
 - c. Those candidates who have a score of 9-26 will be rated "acceptable" (Promotional Points 20).
 - d. Those with scores of less than 9 will receive "zero" performance evaluation (Promotional Points 0).
3. In items 1 through 5 - observance of work hours, attendance, grooming & dress, compliance with rules, and safety practices - candidates (who receive a rating in the Category 1 column (not satisfactory), will have two (2) points deducted from their total score per rated item in the Category 1 column.

4. Rating officers who fail to justify ratings in the Category 4 column (exceeds standards) will result in the employee receiving a numerical value of only two (2) per rating than (3). In the absence of satisfactory justification of ratings in the Category 1 (not satisfactory) column, the board, in its discretion, may credit not to exceed one (1) point for each such rating.

III. SELECTION METHOD:

- A. When one or more vacancies exist, then an announcement will be made at least two (2) weeks prior to a selection. The announcement will set forth a brief description of the duties of the assignment. Candidates on the Master Eligibility Promotion List may apply for one or more of the vacant job assignments announced.
- B. Personnel occupying Firefighter II or Fire Specialist assignments may also apply for assignments within the same or next higher grade. In the event Firefighter II or Fire Specialist personnel is selected, then the vacancy will occur in the assignment vacated and be subsequently announced.
- C. All applications will be separated and grouped according to each vacant assignment, and a selection list compiled by numerical score from the highest to the lowest according to each candidate's score.
- D. The Selection Board, appointed by the Fire Chief will then interview candidates, starting from the top of the selection list, in an effort to fit personnel into available positions allotted to them. Assignment to the various jobs within the bureau and/or division would be based on the personnel who displayed the greatest aptitude for the work involved. When the vacancy or vacancies are filled, the selection list will be voided and subsequent vacancies will require candidates to resubmit their applications. All recommendations for the appointment are subject to the approval of the appointing authority. (The rule pertaining to family relationships as set forth in Paragraph C, Page 2, shall also apply to the selection panel members.)
- E. Filling of vacancies shall be made from the established selection list in the order of the scores.

When an employee is appointed to either Firefighter II or Fire Service Specialist level, his name will automatically be taken off the list of eligibles.
- G. When an employee requests a voluntary transfer and is reassigned to a Firefighter II pay range, he may request the appointing authority to have his name reinstated on the Master Eligibility List for future consideration, provided however that the list on which he was last

eligible is still current. If approved, his name will be placed at the bottom of the list.

IV. APPOINTMENTS:

Upon selection, the Fire Chief will submit a Request for Personnel Action (GGL) to the Director of Administration to effect the reassignment by Notification of Personnel Action.

V. REASSIGNMENT PROCEDURES TO AND FROM FIREFIGHTER II AND FIRE SERVICE SPECIALIST:

- A. It is within the prerogative of the Fire Chief, based upon Performance Evaluation Reports and recommendations of Supervisory Officers, to reassign personnel to a job assignment which position carries a higher or lower rate of compensation including lateral transfers at the same or equal grade or level, (i.e. Firefighter II Suppression to Firefighter II Ambulance Division).
- B. Although Firefighter II and Fire Service Specialist are regular and permanent positions, the assignments into these levels are temporary in nature and all assignments to and from these positions are subject to further reassignment, depending on maintaining and displaying a high degree of performance and job competence.
- C. Therefore, employees may be reassigned to a lower (Fire Service Specialist or Firefighter II) or former regular position as 'One' (1), based on performance or at the request of the employee. Reassignment to the lower or former regular position shall have no adverse effect on the employee's tenure and status unless for violation of the laws and/or rules and regulations.
- D. When an employee who is holding Firefighter II or Fire Service Specialist position is reassigned to a lower level other than by his own request, he would have to re-apply for future consideration for these positions. However, at no time will an application be considered until the current eligibility list has expired and he has successfully qualified for a position on the next Master Eligibility List.

VI. DEFINITION:

- A. Master Eligibility List; shall mean that list of candidates who have successfully met the eligibility criteria (Ref. Para. II, 1 through 3) and have had their names placed in numerical order, starting from top to bottom in accordance with their respective scores.

The Selection List shall be a list of all candidates interviewed by the Oral Examination Board whose names appear on the master list of eligibility.

All names on the selection list shall follow in numerical order from top to bottom according to their scores on the Oral Examination Board interviews. An overall list of all eligibles will be submitted by the Administrative Chief to the Office of the Fire Chief reflecting the candidates' numerical scores on their Performance Evaluations and Education versus their respective scores on the Oral Examination interview. Selection of candidates to vacancies will be made from each selection list established for a vacant position or positions.

- C. The second (2nd)-degree of consanguinity shall mean of the following relationships: Parents, children, grandchildren, uncles and aunts, nephews, nieces, and first cousins.

VII. DURATION OF POLICY:

The policy shall be effective until rescinded or amended by proper authority.


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