

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **EUNICE** on **SEPTEMBER 15, 2011**, will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and analyzing the quality of fire service; and managing equipment, property, and supplies.</p>	27.3%
<p>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS</p> <p>Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.</p>	19.1%
<p>I N F O R M A T I O N M A N A G E M E N T / W R I T T E N C O M M U N I C A T I O N S</p> <p>Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records; and of the information process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	7.3%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	7.3%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, and to resolve conflicts.</p>	19.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIREGROUND COMMAND/EMERGENCY MANAGEMENT Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and control emergency operations, and to assist with special tactical situations; to monitor the activities of command staff; and to establish and implement fireground communications.	11.8%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and of arson investigation procedures, in order to direct a program of fire inspections, pre-fire planning, and fire scene investigations.	7.3%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.