

NAPA FIRE DEPARTMENT
2015 FIRE BATTALION CHIEF EXAMINATION PROCESS
QUALIFICATIONS REVIEW QUESTIONNAIRE

CANDIDATE INSTRUCTIONS

As part of the 2015 Fire Battalion Chief Examination Process, candidates are required to submit responses to the questions below. The Fire Department Battalion Chiefs and staff in your chain of command will review your document and indicate their concurrence/non-concurrence with the information presented. Your responses will also be reviewed by evaluators participating as part of a promotional assessment and review interview board.

Please deliver your responses to the questions below by **5:00 PM on Monday, October 26, 2015** to Melissa Rackley in Human Resources. An electronic version (PDF preferred) of your response may be e-mailed to mrackley@cityofnapa.org, or two copies of a printed version can be delivered directly to the Human Resources office, located at 1541 Second Street. Our office hours are Monday through Friday from 8:00 am to 5:00 pm. If you have questions, please call (707)257-9505.

The document must utilize the following format:

- Responses must be typed in 12-point, Times New Roman font, single spaced, one-inch margins on all sides.
- Include your name in the upper right hand corner of each page.
- Number each page in the bottom center in the following manner: Page 1 of 5, Page 2 of 5, Page 3 of 5, Page 4 of 5, and Page 5 of 5.

Please limit your response to each question to a maximum of one (1) page per question and paper clip (rather than staple) each set of responses. The questions you will be responding to are:

QUESTIONS:

1. Please list in order of importance what you believe are the critical leadership responsibilities of a Battalion Chief and describe how your experience has prepared you to assume this role within the Napa Fire Department. Please include specific examples that highlight your readiness to do so.
2. Adherence to the department's core values is extremely important for a successful organization, but there are times when we all fall short. Please describe an experience where you have fallen short and how you recovered. Also, please describe an experience where you assisted others in recovering.
3. What do you see as your greatest weakness, how has it impacted you professionally, and what have you done to manage or change it?