

# **PROMOTION PROCEDURE GUIDELINES**

## **ASSISTANT FIRE CHIEF**

### **CITY OF LITTLE ROCK, ARKANSAS**

**AUGUST 21, 2025**

#### **I. PURPOSE**

The purpose of the Promotion Procedure Guidelines (hereafter referred to as Guidelines) is to provide direction for the promotion of Uniformed Fire Personnel for Assistant Fire Chief. Promotion refers to the advancement of an employee from one classification to a position of another classification of a higher grade pursuant to a competitive selection process.

#### **II. RESPONSIBILITY**

The responsibility for establishing policy and general procedure guidelines regarding the promotion of Uniformed Fire Personnel rests with the City of Little Rock Civil Service Commission.

The responsibility for the administration of this Uniformed Fire Personnel promotion process rests with the Chief People Officer (hereafter referred to as the CPO). The CPO shall:

- develop and implement administrative procedures and test components to ensure the efficient and professional administration of the guidelines,
- modify such administrative procedures and test components as necessary to ensure compliance with the Guidelines,
- review any promotion process concerns for evaluation and future administrations,
- ensure competency/exercise development include Fire personnel and meet industry standards,
- act as a technical advisor to the Civil Service Commission with respect to promotion matters, and
- Ensure the initiation of promotion related activities for all ranks within the Little Rock Fire Department are timely.

The CPO will forward all administrative appeals to the Commission for final resolution.

The Fire Chief shall ensure the:

- availability of in-house subject matter experts and raters to assist in promotion components (i.e. experience review, structured interview development and/or administration), and timely distribution of promotion process announcements.

### **III. PROCEDURES**

#### **A. Vacant Promotional Positions**

A vacancy which has been created due to death, demotion, retirement or promotion and remains vacant or is anticipated to remain vacant for sixty (60) days or longer will be eliminated from the Department's budget. The CPO will authorize the commencement of advertising the promotional process based upon an anticipated certification date, and the City Manager must approve the re-establishment of the position back into the City's budget to fill the vacancy. The Assistant Fire Chief promotional processes will be initiated when a vacancy or projected vacancy occurs.

#### **B. Announcements**

The CPO shall make every reasonable effort to announce and implement testing procedures according to a timetable that will result in certification of a new eligibility list upon expiration of the previous list. However, the promotion process for the classification of Assistant Fire Chief shall be scheduled to fill a vacancy or a projected vacancy.

1. For Assistant Fire Chief, the CPO shall provide the following notice at least 30 days before the first component:

- The date, location, and time of the first component,
- Eligibility to compete in the selection process,
- The promotion components, maximum points possible per component, and any other relevant information regarding the components or the process, and
- Other information as necessary.

#### **C. General Provisions**

Notices to candidates shall be issued as necessary by the CPO or designee to explain or give notice about critical dates, action required by the candidate, documents required from the candidate specific to each component, and other information. Failure to comply with the

requirements described in these letters or notices may result in disqualification.

Candidates who arrive late for any selection component or fail to submit a Department of Human Resources Application or component documents by the announced deadline shall be immediately disqualified unless a verifiable emergency occurs; the candidate's eligibility for continuation in the promotional process is solely at the discretion of the CPO.

**D. Application**

Eligible current City employees must complete and submit an On-Line Application during the posting/period, which shall be a minimum of 30 calendar days.

**IV. ELIGIBILITY LISTS**

- A. Upon completion of the promotion components (Chart II), including any appeals, the candidates shall be ranked in the order of their standing and their names placed on a list to be submitted for certification by the Civil Service Commission.
- B. The effective period of Assistant Fire Chief Eligibility lists will be one (1) year from date of certification. Candidates must be eligible for promotion by the closing date of the application period.
- C. The Fire Chief may select any of the three (3) standing highest on the certified list for promotion to the rank for which the candidate has competed providing that the candidate meets the minimum service requirement for promotion to that rank as indicated in Chart I.
- D. At the expiration of the effective period of the list, all rights of priority under the list shall cease.

**V. ELIGIBILITY REQUIREMENTS**

- A. For Assistant Fire Chief, a Little Rock Fire Department employee serving in an eligible classification as listed in Chart I shall be eligible to compete in the applicable promotion process if the employee satisfies the applicable minimum service requirements listed in Chart I.
- B. For the rank of Assistant Fire Chief, the time in service in the eligible classification will be computed to the closing date (application deadline) indicated on the announcement. The Education Documents

to verify eligibility will be required during the posting period and will be verified before orientation.

**CHART I  
ELIGIBILITY TO PROMOTE REQUIREMENTS**

<b>Promotion To (Subject Rank)</b>	<b>Eligible Classification</b>	<b>Required Years</b>	<b>Education Requirements</b>	<b>Effective Date for Education Requirement</b>
Assistant Fire Chief	Battalion Fire Chief	2 years	Bachelor's Degree	8/21/2025

- C. To be eligible for promotion to the next rank, the candidate must be a uniformed Little Rock Fire Department employee who satisfies the eligibility to promote requirements listed in Chart I, stand among the top three (3) on the certified eligibility list and must establish residency within the City of Little Rock within ninety (90) days of employment in this position and must maintain residency for the duration of their employment in this position. Education hours must be earned and official transcripts submitted before the closing date.

**VI. PROMOTION COMPONENTS**

The promotion process is comprised of different components for Assistant Fire Chief (see chart I).

**CHART II  
FIRE PROMOTION COMPONENTS AND  
MAXIMUM POINTS PER COMPONENT**

<b>Promotion To (Subject Rank):</b>	<b>Structured Interview</b>	<b>Experience Review</b>
<b>Assistant Fire Chief</b>	<b>50 points</b>	<b>50 points</b>

## A. Experience Review

1. An Experience Review involves a systematic approach to evaluating a candidate's professional experience, accomplishments and other experiences that could be beneficial to the target rank. Candidates must complete a competency-based questionnaire and for each designated competency they must report specific and verifiable examples that demonstrate their expertise. *Scoring is based solely on the written material provided by the candidate.*
2. The list of core designated competencies will remain consistent among ranks to provide candidates opportunities to acquire related experience. The submitted experience review packets are subject to verification by a LRFD verification panel prior to the interview. The verification panel will have no influence in the rating process of the experience review packets; their designated role will be to verify the submitted information. Human Resources will have the right to include civilian reviewers if necessary.

Qualified raters must be current or former fire personnel at the test rank or higher or an executive or manager familiar with public safety. If civilian raters are utilized, there must be a minimum of one fire rater. If former LRFD assessors are utilized, they must have resigned or retired in good standing a minimum of ten (10) years ago and be approved by the Fire Chief or designee and the CPO.

Subject Matter experts at the rank of Assistant Fire Chief and above will be available for additional information and to answer questions during the rating process; however, the Subject Matter Experts will not have any influence in the rating process and will not be present for the duration of the scoring. A member of the Human Resources Department will be present to function as an administrator.

### 2. Appeal

Candidates may appeal their rating(s) related to the experience review. After notification of their rating(s), candidates must follow the promotional procedures to appeal. Utilizing all available information and any appeal information submitted by the candidate, a panel of raters ("Experience Review Appeal Panel") will review the appeal and decide whether the candidate's rating is: a) reasonable (remains the same), b) should

be raised, or c) should be lowered.

The Review Panel will be trained to conduct the review and may be drawn in part or whole from the group of raters who originally rated the candidate.

## **B. Structured Interview**

A Structured Interview will be conducted for the rank of Assistant Fire Chief. A portion of the Structured Interview may consist of one or more Situational Judgment Tests (SJTs). A portion, or all, of the Structured Interview may be conducted with a live panel of raters (the "Interview Panel") depending upon the number of candidates.

An Interview Panel will be comprised of the City of Little Rock Fire Chief or designee, a current or retired Fire Executive of the rank of Assistant Chief or higher, and a non-uniform Executive or Manager with familiarity in public safety and/or fire, residing inside or outside the State of Arkansas, selected by the CPO of Human Resources and/or the City Manager. Reasonable efforts will be made to ensure gender and race diversity of personnel on the Interview Panels. The interviews may be recorded.

### **1. Review of Exercise**

Beginning the next Human Resources Department business day following the release of the scores for this component, a candidate may review their performance in the exercise. The "Review Period" duration is five Human Resources Department business days. If a holiday observed by the City, or extraordinary circumstance as determined by the CPO, occurs in this period, the review period shall be extended to provide candidates with the entire five (5) day review period.

### **2. Appeal**

Candidates may appeal their rating(s) related to the Situational Judgment Test question(s). After notification of their rating(s), candidates must follow the promotional procedures to appeal. Utilizing all available information and any appeal information submitted by the candidate, a panel of raters ("Review Panel") will review the appeal and decide whether the candidate's rating is: a) reasonable (remains the same), b) should be raised, or c) should be lowered.

The Review Panel will be trained to conduct the review and may be drawn in part or whole from the group of raters who originally

rated the candidate. Non-situational/scenario questions are not subject to appeal.

**E. Composite Score**

Candidates will be ranked by composite score. The composite score is the sum of the points obtained by an individual in each component. Maximum composite score is 100 points. Composite scores will be rounded to the nearest two (2) decimal places. Using general rounding rules, 5 and above round up, and 4 and below round down (i.e., 80.559 will round up to 80.60; 65.243 rounds to 65.24). Education and Seniority Credits will be added to the final composite score before a ranked list is created. Please refer to paragraph F for the explanation of the Education Credit administration and paragraph G for the explanation of the Seniority Credit.

Beginning the first Human Resources business day after the Civil Service Commission has certified an eligibility list for the specified rank, all candidates for promotion may personally review composite score information that they received on all promotion factors.

**F. Education Credit**

For purposes of giving candidates credit for education, Education Credit is added to the final composite score.

**CHART III  
EDUCATION POINTS**

<b>Rank</b>	<b>Education Points</b>	<b>Effective Date</b>
Assistant Fire Chief	2 points for a Post Graduate Degree	8/21/2025

Only degrees/hours completed at an institution accredited by one of the six regional accrediting associations recognized by the U.S. Secretary of Education will be accepted. The institution's accreditation must have been in effect during the time period in which the degree/hours were earned.

**G. Seniority Credit**

For purposes of giving candidates credit for seniority, Seniority Credit is also added to the final composite score. Seniority Credit will be

calculated from the date of promotion to the candidate's current rank (years of service in rank) to the date of the written exam. If there is no written exam, then time in service will be calculated to the closing date of the application period. Uniformed service time must be active, consecutive service time in the Little Rock Fire Department in the current rank. Days served as suspensions will be deducted from the time in service. Credit will be awarded as follows in chart V:

**CHART IV  
SENIORITY CREDIT**

<b>Rank</b>	<b>Years of service in Rank</b>	<b>Seniority Credit/ Points</b>
Assistant Fire Chief	2 years (beginning the 25 <sup>th</sup> month) to 5 years	ONE (1) POINT
	5 years (beginning 61st month) or more	TWO (2) POINTS

**VII. MISCELLANEOUS**

The Human Resources Department will provide orientation for Assistant Fire Chief Candidates following the closing date for applications. The orientation may be conducted via live presentation, through distribution of handouts or web-based, and may be mandatory.

The Human Resources Department will provide a copy of the certified list to the Fire Chief as soon as reasonably possible following Civil Service Commission certification. The Fire Chief is then responsible for the distribution of the certified list to all work locations as soon as reasonably possible.

These guidelines shall be effective immediately following approval by the Civil Service Commission.

Previous Promotion Procedure Guidelines for uniform fire classifications were revised and adopted by the Commission: January 25, 2001, May 10, 2001, May 29, 2003, June 23, 2005, December 15, 2005, September 25, 2008, and November 12, 2009.