FIRE OFFICER II

5.2   HUMAN RESOURCE MANAGEMENT   **Evaluation Sheet: 5.2.1**
Skill Sheet: A. (Individual)

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.2.1 NFPA 1021, 2014 Edition	TASK: Initiate action to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision

PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.

CONDITIONS: Given actual or simulated member performance scenario and applicable human resource policies and procedures. A member will act as a subordinate firefighter. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided as necessary.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adequately describe the nature of the problem to the member				
2.	Clearly explain the level of performance expected from the member				
3.	Develop appropriate action(s) to correct unacceptable performance				
4.	Explain the corrective action to the member				
5.	Take action that complies with appropriate human resource policies, procedures, or guidelines				
6.	Complete a written report to document the problem and action taken				
7.	Action taken addresses improvements in member and/or unit performance				
8.	Refer issue to next level of supervision (if required)				

RETEST APPROVED BY:	RETEST EVALUATOR:

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.2   HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 5.2.1
Skill Sheet: B (Team)

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.2.1 NFPA 1021, 2014 Edition	**TASK:** Initiate action to maximize team performance and/or to correct unacceptable performance, given human resource policies and procedures, so that the unit performance improves or the issue is referred to the next level of supervision.

PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing, to solve problems, to increase team work, and to counsel members.

CONDITIONS: Given actual or simulated team performance scenario and human resource policies and procedures. A person will act as a subordinate member. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided as necessary.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adequately describe the nature of the problem to the team member				
2.	Explain the level of performance expected from the team member				
3.	Develop appropriate action to correct unacceptable performance				
4.	Explain the corrective action to the team member				
5.	Take action that complies with human resources policies, procedures, or guidelines				
6.	Complete a written report to document the problem and action taken				
7.	Action taken addresses improvements in member and/or unit performance				
8.	Refer issue to next level of supervision (if required)				
RETEST **APPROVED BY:**		**RETEST** **EVALUATOR:**			

Evaluator/Candidate Comments:

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Evaluator (Print & Sign)	**Date**	**Candidate**	**Date**
Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**

FIRE OFFICER II

5.2   HUMAN RESOURCE MANAGEMENT   **Evaluation Sheet: 5.2.2**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.2.2 NFPA 1021, 2014 Edition	TASK: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

PERFORMANCE OUTCOME: The candidate shall be able to evaluate the job performance of assigned members and communicate orally and in writing.

CONDITIONS: Given actual or simulated personnel records and evaluation forms. A person will act as a subordinate member. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided if necessary.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all available performance information prior to evaluating				
2.	Evaluate each member's performance accurately according to available information				
3.	Communicate the performance appraisal rating assessments in writing				
4.	Communicate the performance appraisal rating assessments in a clear, concise, understandable manner				
5.	Conduct a performance evaluation interview using an available job description while maintaining the member's privacy				
6.	Positive and negative documentation utilized to support evaluation				
7.	Develop a written performance improvement plan to enhance member performance				
8.	Process performance reports in accordance with applicable human resource policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.2   HUMAN RESOURCE MANAGEMENT   **Evaluation Sheet: 5.2.3**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.2.3 NFPA 1021, 2014 Edition	**TASK:** Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

PERFORMANCE OUTCOME: The candidate shall be able to create a professional development plan for a department member and communicate orally and in writing.

CONDITIONS: Given actual or simulated personnel records and the requirements for a position.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	**Fail**	**Pass**	**Fail**
1.	Gather all available information				
2.	Evaluate the member's current knowledge, skills, and abilities accurately according to available information				
3.	Create a professional development plan that includes the knowledge, skills, and abilities so that the member can meet the position description				
4.	Communicate the plan to the member in a clear, concise, understandable manner				
5.	Conduct the member meeting while maintaining the member's privacy				
6.	Ensure development plan is in accordance with applicable department human resource policies and procedures				
7.	Plan includes timelines, milestones, establishes mentoring and job shadowing guidelines				
RETEST **APPROVED BY:**		**RETEST** **EVALUATOR:**			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.3   COMMUNITY AND GOVERNMENT RELATIONS   **Evaluation Sheet: 5.3.1**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.3.1 NFPA 1021, 2014 Edition	**TASK:** Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

PERFORMANCE OUTCOME: The candidate shall be able to explain the benefits to the organization for establishing external agency relationships to resolve problems or issues, relate interpersonally, and communicate orally and in writing.

CONDITIONS: Given the specifics of an actual or simulated problem or issue in the community.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all available information prior to evaluating the problem or issue				
2.	Identify the specific problem or issue accurately according to available information				
3.	Develop a proposed solution to the problem or issue in writing				
4.	Communicate the need for establishing external agency relationships in a clear, concise, understandable manner				
5.	Describe the benefits to the organization of cooperating with allied organizations				
6.	Produce a document free of spelling/grammatical errors				
7.	Ensure proposed solution is in accordance with applicable department policies, procedures, mission, and goals				
8.	Describe the costs and benefits of the proposed program				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.1**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.4.1 NFPA 1021, 2014 Edition	TASK: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

PERFORMANCE OUTCOME: The candidate shall be able to develop a policy or procedure, communicate in writing, and solve problems.

CONDITIONS: Given a description of an existing problem and a policy or procedure in need of change, paper, pen, pencil, or computer as necessary.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the problem correctly				
2.	Establish the need for policy or procedure change				
3.	Develop a proposed solution to accomplish the needed changes				
4.	Communicate the needed changes and/or solutions in writing in the form of a policy or procedure				
5.	Utilize an effective format for policy or procedure writing				
6.	Produce a written policy or procedure that is free of spelling/grammatical errors				
7.	Describe costs and benefits of proposed policy or procedure change (if applicable)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.2**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.4.2 NFPA 1021, 2014 Edition	TASK: Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

PERFORMANCE OUTCOME: The candidate shall be able to allocate finances, relate interpersonally, and to communicate orally and in writing.

CONDITIONS: Given schedules and guidelines concerning its preparation (scenarios may include establishing budgets for supplies and equipment necessary for ongoing or new projects; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs, etc.).

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a project or divisional written budget request				
2.	Prepare the project or divisional written budget request in a proper format (include specifications, descriptions, catalog numbers, etc.)				
3.	Justify the need for the budget request with supporting data and cost vs. benefit				
4.	Suggest a source of revenue to support request				
5.	Prepare a written request that is clear, concise, understandable, and free of spelling/grammatical errors				
6.	Follow the department's policies, procedures, or guidelines				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.3**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.4.3 NFPA 1021, 2014 Edition	TASK: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.

PERFORMANCE OUTCOME: The candidate shall be able to describe the process of purchasing, use evaluative methods, and communicate orally and in writing.

CONDITIONS: Given established specifications, the candidate shall describe, in writing, the process of purchasing.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the funds available and source of funds				
2.	Create bid specifications based on the evaluation process.				
3.	Evaluate the certified bid proposals				
4.	Score the bid proposals				
5.	Award the purchase contract				
6.	Prepare a written description that is clear, concise, understandable, and free of spelling/grammatical errors				
7.	Effectively communicate information				

RETEST APPROVED BY:	RETEST EVALUATOR:

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.4**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.4.4 NFPA 1021, 2014 Edition	TASK: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

PERFORMANCE OUTCOME: The candidate shall be able to write a news release and communicate verbally and in writing.

CONDITIONS: Given an actual or simulated event or topic scenario.

NO.	TASK STEPS	FIRST TEST Pass	FIRST TEST Fail	RETEST Pass	RETEST Fail
1.	Gather all applicable information				
2.	Prepare a written news release according to policy and procedures				
3.	Utilize proper format				
4.	Produce a written document free of spelling/grammatical errors				
5.	Effectively communicate information verbally and in writing				
6.	Follow applicable policies and procedures				

RETEST APPROVED BY: _____   **RETEST EVALUATOR:** _____

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign) ___ **Date** ___ **Candidate** ___ **Date**

Re-Test Evaluator ___ **Date** ___ **Re-Test Candidate** ___ **Date**

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.5**

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.4.5 NFPA 1021, 2014 Edition	TASK: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends variances, or other related topics.

PERFORMANCE OUTCOME: The candidate shall be able to communicate in writing and to interpret data.

CONDITIONS: Given actual or simulated fire department record(s) and a specific request for details such as trends, variances, or other related topics.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly access and interpret data from given sources				
2.	Create a clear and concise written report for transmittal to supervisor				
3.	Use appropriate form or format to process information				
4.	Include supporting statistical data and/or analysis to quality/quantify interpretations				
5.	Produce a written document free of spelling/grammatical errors				
6.	Directly answer the specific request for information				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)	**Date**	**Candidate**	**Date**
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Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**

FIRE PROTECTION BUREAU
ACCREDITATION AND CERTIFICATION
PO Box 42600
Olympia WA 98504-2600
(360) 596-3945   FAX: (360) 596-3936

FIRE OFFICER II

5.4   ADMINISTRATION   **Evaluation Sheet: 5.4.6**

Candidate: _____   **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.6 NFPA 1021, 2014 Edition	TASK: Develop a plan to accomplish change in the organization, given an agency's change of policy and procedures, so that effective change is implemented in a positive manner.

PERFORMANCE OUTCOME: The candidate shall be able to develop a plan for organizational change and to communicate orally and in writing.

CONDITIONS: Given actual or simulated fire department change in policy or procedures.

NO.	TASK STEPS	FIRST TEST Pass	Fail	RETEST Pass	Fail
1.	Establish valid reason for the change				
2.	Establish a means for open lines of communication to keep members involved in the process				
3.	Establish a means for member's ideas to be considered				
4.	Identify potential obstacles to change and identify possible solutions				
5.	Produce a written document free of spelling/grammatical errors				
6.	Follow applicable policies and procedures				

RETEST APPROVED BY:	RETEST EVALUATOR:

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.5   INSPECTION AND INVESTIGATION   Evaluation Sheet: 5.5.1

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.5.1 NFPA 1021, 2014 Edition	TASK: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and /or sketches, to determine if arson is suspected so that law enforcement action is taken.

PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing and to apply knowledge using deductive skills.

CONDITIONS: Given an actual or simulated fire scene, photographs, diagrams, pertinent data, and/or sketches.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Utilize all sources of incident information available				
2.	Apply fire investigation knowledge using deductive reasoning skills to determine point of origin				
3.	Apply fire investigation knowledge using deductive reasoning skills to determine preliminary cause				
4.	Determine if there is cause to suspect arson using appropriate investigative techniques				
5.	Communicate findings accurately				
6.	Document the procedure and the results of preliminary investigation in a manner that is readable, accurate, and free of spelling/grammatical errors				

RETEST APPROVED BY:	RETEST EVALUATOR:

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)	**Date**	**Candidate**	**Date**

Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**

FIRE OFFICER II

5.6   EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 5.6.1
Skill Sheet: A (Haz-Mat Incident)

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.6.1 NFPA 1021, 2014 Edition	TASK: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ–approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.

PERFORMANCE OUTCOME: The candidate shall be able to implement an incident management system, to communicate verbally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.

CONDITIONS: Given an actual or simulated hazardous materials incident.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Implement an incident management system applicable to the incident's complexity and management needs				
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives				
3.	Identify resource requirements for successful control of the incident				
4.	Communicate incident assignments in a clear, concise, and understandable manner				
5.	Address necessary safety precautions and implement a personnel accountability system				
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner				
7.	Account for assigned personnel and their activities while operating under emergency conditions				

RETEST APPROVED BY:	RETEST EVALUATOR:

Evaluator/Candidate Comments:

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Evaluator (Print & Sign)	Date	Candidate	Date
Re-Test Evaluator	Date	Re-Test Candidate	Date

FIRE OFFICER II

5.6   EMERGENCY SERVICE DELIVERY   **Evaluation Sheet: 5.6.1**
                                                         Skill Sheet: B (Emergency)

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.6.1 NFPA 1021, 2014 Edition	**TASK:** Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ–approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.

PERFORMANCE OUTCOME: The candidate shall be able to implement an incident management system, to communicate verbally, and to supervise and account for assigned personnel under emergency conditions during multi-unit operations and to serve in command staff and unit supervision positions within the Incident Management System.

CONDITIONS: Given an actual or simulated emergency incident requiring multi-unit operations.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	**Fail**	**Pass**	**Fail**
1.	Implement an incident management system applicable to the incident's complexity and management needs				
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives				
3.	Identify resource requirements for successful control of the incident				
4.	Communicate incident assignments in a clear, concise, and understandable manner				
5.	Address necessary safety precautions and implement personnel accountability system				
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner				
7.	Account for assigned personnel and their activities while operating under emergency conditions				

RETEST **APPROVED BY:**	**RETEST** **EVALUATOR:**

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)	**Date**	**Candidate**	**Date**
Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**

FIRE OFFICER II

5.6   EMERGENCY SERVICE DELIVERY   Evaluation Sheet: 5.6.3
(Emergency)

Candidate: _____   **Date:** _____

Birth Date: _____   **Last 4 digits of SS#:** _____

STANDARD: 5.6.3 NFPA 1021, 2014 Edition	TASK: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.

PERFORMANCE OUTCOME: The candidate shall be able to prepare a written report, write clearly, and to interpret response data correctly to identify the reasons for service demands.

CONDITIONS: Given incident reporting data from the jurisdiction.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze data				
2.	Determine the major causes for service demands within the planning area(s)				
3.	Prepare a written report outlining the major causes for service demands				
4.	Effectively present the report to senior officer(s)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

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Re-Test Evaluator   **Date**   **Re-Test Candidate**   **Date**

FIRE OFFICER II

5.7   SAFETY   **Evaluation Sheet: 5.7.1**

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.7.1 NFPA 1021, 2014 Edition	TASK: Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendation made is prepared for a supervisor.

PERFORMANCE OUTCOME: The candidate shall be able to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

CONDITIONS: Given an actual or simulated case study.

NO.	TASK STEPS	FIRST TEST Pass	FIRST TEST Fail	RETEST Pass	RETEST Fail
1.	Analyze accident, injury, occupational illness, or death reports				
2.	Prepare a clear and concise written report that communicates findings to a supervisor				
3.	Include all contributing factors in the report based on case study information				
4.	Identify unsafe work environment and/or behavior				
5.	Document remedial actions taken in a manner that is readable, concise, and free of spelling/grammatical errors				
6.	Provide a supervisor with a report detailing recommendations for further action to prevent reoccurrence				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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Evaluator (Print & Sign)	**Date**	**Candidate**	**Date**
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Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**