



Joint Labor Management Committee State of Illinois



Dear Applicant:

Thank you for your interest in becoming a certified assessor in the State of Illinois. The Fire Department Promotion Act establishes the Joint Labor-Management Committee (JLMC) for the purpose of establishing the experience, training and certifications requirements for individuals that will grade candidates for promotion during an assessment center. Individuals that meet the requirements established by the JLMC will be certified for a two year period and listed on the Roster of Certified Assessors maintained by the Office of the State Fire Marshal.

In order to be considered for certification by the JLMC the applicant must meet the following criteria:

- Possess a minimum of 10 years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher;
- Successfully complete the basic assessor training course administered by a JLMC approved provider which shall conform to the training syllabus established by the JLMC;
- Successfully complete the practical requirements established by the JLMC and consisting of participation into assessment centers as a non-grading assessor and approval by the lead assessor;
- For persons who have experience as assessors before the established requirements for certification and who have completed at least two assessment center processes as a non grading assessor, the JLMC may waive this requirement. and
- Sign a pledge to comply with the Code of Ethics for Illinois assessors with the JLMC.

Enclosed you will find the application that needs to be filled out with all corresponding documentation, signatures and notarizations and sent to the following address for review by the JLMC:

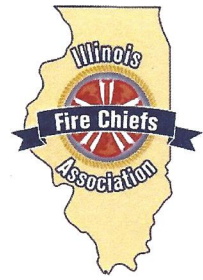
JLMC
927 S. Second St
Springfield, Illinois 62704

If you have any questions feel free to contact the JLMC at 847-966-0732 or 217-522-8180.

Enclosures (1)



Joint Labor Management Committee State of Illinois



Joint Labor Management Committee
Fire Department Promotion Act. 50 ILCS § 742

Assessor Application Packet: Assessor Registration/Profile

Date of Adoption: 08/01/10

Assessor Requirements: Assessors shall possess a minimum of ten (10) years of service as a full-time sworn firefighter including at least three (3) years of service as a fire officer at the rank of company officer or higher. Persons who do not have experience as a sworn full-time firefighter who are interested in serving as assessors and who have specialized technical expertise may be added to assessment panels by agreement of the parties to a collective bargaining agreement at the local level.

Date Profile Completed:	December 1, 2024
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Contact Information (Please note that this page will be posted on the OSFM Website)					
Last Name Kay	First Name Raymond	If Applicable: Name of Department/Business			
If Applicable: Department/Business Mailing Address		City	State	Zip	County
Email address: r.kay@outlook.com			Contact Phone Number (not mandatory to provide on the page) 708-932-8558		

Fire or EMS Employment Status (Please check one)											
Full Time	<input type="checkbox"/>	Combination	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Part Time	<input checked="" type="checkbox"/>	Retired	<input type="checkbox"/>	Consultant	<input type="checkbox"/>

Fire or EMS Position (Rank)			
	Name of Organization	Position Title	Dates of Position
1	Orland FPD	Fire Chief	5/11-6/12
2	Orland FPD	Admin. Batt. Chief	12/04-5/11 & 6/12-9/14
3	Orland FPD	Lieutenant	6/95-12/04
4	Orland FPD	FF/PM	5/90-6/95

Describe Your Duties and Responsibilities of your Positions		
	Position	Overview of Duties and Responsibilities
1	Fire Chief	Responsible for the entirety of the Orland FPD (Fire Suppression, EMS, Special Operations, Dispatch Center, Prevention, Vehicle Maintenance Shop
2	Admin. Bat	On a rotating basis, Responsible for: (Fire Suppression, EMS, Special Operations, Dispatch Center, Prevention, Vehicle Maintenance Shop
3	Lieutenant	ire Station and Staff, Hazardous Materials program, Atmospheric Monitoring Program, over 10 years - Team Leader Regional HM Response Team
4		

Breadth of Supervisor and/or Officer Experience	Current	Past
Number of full-time employees I supervise or have lead directly:		150
Number of employees I supervise or have lead indirectly:	2	150

Education (only accredited institutions and a copy of your degree must be attached)		
Degree	College/University	Major
Master of Arts in Security Stu	United States Naval Postgradua	Homeland Security
Bachelor of Science, Fire Scie	Southern Illinois University	Fire Science Management

Fire/EMS Service Certifications (A copy of your certificates must be attached)		
Title	School or Organization	Date
Chief Fire Officer	OSFM	8/13

Special Skills:

I achieved my Illinois Professional Emergency Manager Certification (IPEM) fro the Illinois Emergenc

Describe Your Assessor Training and Organization Who Administered the Training:

I attended training administered by the IAFF and the IFCA in Plainfield IL. in October of 2024

Identify The Exercises That You Have Been Trained For:

In Basket	<input checked="" type="checkbox"/>	Leaderless Group	<input checked="" type="checkbox"/>	Oral Interview	<input checked="" type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input checked="" type="checkbox"/>	Qualities of Leadership	<input type="checkbox"/>
<p><i>Please list other exercises that are not listed and describe them.</i></p>											

Describe Your Assessor Experience:

I participated in Lieutenant and Battalion Chief Assessment Centers as a Chief Officer at the Orland FPD, conducted by a third party vendor.

I participated in a Lieutenant Assessment Center prior to the state certification requirement for a medium sized fire department.

State of: Illinois

County of: Cook

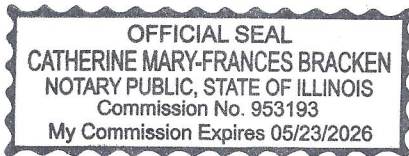
Subscribed and sworn to (or affirm) before me this 9th day of January 20 25, by:

SEAL

Print Name of Signer: Raymond Kay

Signature of Signer: [Handwritten Signature]

Signature of Notary Public: Catherine Mary-Frances Bracken



Joint Labor Management Committee (JLMC) Statement

Based upon this Assessor Profile submitted to the JLMC, we believe this information is accurate. However, the JLMC is highly recommending that the entity seeking Assessors conduct their own review and validation process.

Illinois Promotional Assessor Code of Conduct and Ethics (P.A. 50 ILCS § 742)

Appendix #2

The purpose of this code of conduct and ethics is to instill confidence in promotional assessments and promote fairness and uniformity of assessment practices. As an Illinois assessor, it is your obligation to abide by the ethical and professional guidelines established in this code.

1. Conduct and Performance

- a. Professionalism – Conduct all duties and activities in a professional manner that will reflect favorably upon you, the jurisdiction, the assessment center process, and the emergency service delivery system.
- b. Honesty – Be honest in all dealings with the candidates and their representatives.
- c. Diligence – Be diligent in the performance of your duties as prescribed by Illinois Statutes and Illinois Assessor Training and apply these rules fairly and uniformly without advocacy for, or accommodation of, any special interests.
- d. Excellence – Perform all duties to the best of your ability so as to ensure fair and impartial evaluation of all candidates.

2. Conflicts of Interest

- a. Appearance of impropriety – Avoid the appearance of impropriety even if no impropriety exists or is intended.
- b. Prohibited assignments – Accept no assignment in which you are related to a candidate as spouse, parent, son or daughter by blood or marriage or other relatives with whom you have a social relationship or in which you have a financial or other interest with the involved parties.
- c. Unwarranted privileges – Do not use your official position to secure privileges for yourself, your family, business associates, or any other person wherein you benefit directly or indirectly with the involved parties.

3. Representation of Qualifications

Do not claim professional qualifications that you do not possess.

4. Cooperation and Investigations

Cooperate with the Illinois Joint Labor Management Committee of Assessors in an investigation of the professional conduct of any assessor.

5. Reporting Unethical Practices

Report to the Illinois Joint Labor Management Committee the unethical practices or actions of any assessor.

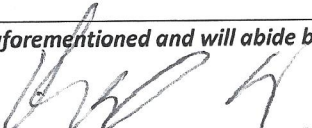
6. Violations

Violating this code of conduct and ethics may result in removal from the approved list of Illinois Assessors’.

(50 ILCS 742/65) Sec. 65. Violations.

(a) A person who knowingly divulges or receives test questions or answers before a written examination, or otherwise knowingly violates or subverts any requirement of this Act commits a violation of this Act and may be subject to charges for official misconduct.

(Source: P.A. 93-411, eff. 8-4-03.)

<i>I have read the aforementioned and will abide by the Code of Conduct and Ethics as an Assessor:</i>	
Signature: 	Date: 1-8-25

Illinois Promotional Assessor Profile: Completion of Basic Assessor Training Course

Appendix #3

The assessor candidate must have completed the JLMC approved **Basic Assessor Training Course**. Please complete the following questionnaire.

Assessor Candidate Information (Please Type of Print)					
Last Name KAY	First Name RAYMOND	If Applicable: Name of Department/Business			
Home Mailing Address 17539 KELSEY LANE		City ORLAND PARK IL	State IL	Zip 60467	County COOK
If Applicable: Department/Business Mailing Address		City	State	Zip	County
Office Phone	Fax		Cell Phone 708-932-8558		
Email address: R. Kay@outlook.com					

Basic Assessor Training Course Information		
Organization Conducting the Training: IFCA		
Location: PLAINFIELD IL.	Date: 10/21/24	
Lead Assessor's Name: SOAN BUCKLEY		

Lead Assessor's certification of completion:
The Assessor Candidate completed the Basic Assessor Training Course requirements as set forth by the JLMC.

Lead Assessor's Signature:	<u>JLBIL</u>	Date: <u>10/23/24</u>
Assessor Candidate Signature:	<u>[Signature]</u>	Date: <u>10/27/24</u>

Illinois Promotional Assessor Profile: Completion of Practical Requirements

Appendix #4

Illinois Promotional Assessor:
Completion of Practical Requirements

The assessor candidate must have actively job shadowed in at least two (2) assessment center processes. The assessor candidate is to grade as if an Assessor but the grades will not be used in the grading process. The purpose of the assessor candidate conducting his or her own grading is to compare the candidate's grades to the official scoring.

Assessor Candidate Information <i>Please Type or Print</i>					
Last Name Kay		First Name Raymond		If Applicable: Name of Department/Business	
Home Mailing Address 17559 Kelsey Lane			City Orland Park	State IL	Zip 60467
If Applicable: Business Mailing Address			City	State	County
Office Phone		Fax Phone		Cell Phone 708-932-8558	
Email Address: R.kay@outlook.com					

First Assessment Center Practical Training


Location: Roselle	Date: 10/29/24
Lead Assessors Name: Jeff Pindelski	

Identify The Exercises That You Have Job Shadowed and Graded In.

In-Basket	<input type="checkbox"/>	Leaderless Group	<input type="checkbox"/>	Oral Interview	<input type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input checked="" type="checkbox"/>	Leadership Quality	<input type="checkbox"/>
Please list other exercise's that are not listed and describe them. Writing Exercise Presentation Exercise											

Lead Assessors certification of completion:

The Assessor Candidate completed the job shadow requirements and we found his/her note taking and scoring where consistent with the other Assessors.

Lead Assessors Signature: 	Date: 12/1/24
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Second Assessment Center Practical Training

Location: Channahon	Date: 11/20/24
Lead Assessors Name: Chris Locacius	

Identify The Exercises That You Have Job Shadowed and Graded In.

In-Basket	<input type="checkbox"/>	Leaderless Group	<input type="checkbox"/>	Oral Interview	<input checked="" type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input checked="" type="checkbox"/>	Leadership Quality	<input type="checkbox"/>
Please list other exercise's that are not listed and describe them. Writing Exercise											

Lead Assessors certification of completion:

The Assessor Candidate completed the job shadow requirements and we found his/her note taking and scoring where consistent with the other Assessors.

Lead Assessors Signature: 	Date: 11-21-2024
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