

CAPITAL CITY FIRE/RESCUE CAREER FIREFIGHTER/EMT TESTING ANNOUNCEMENT

**CAPITAL CITY FIRE RESCUE WILL ACCEPT APPLICATIONS FOR THE
UPCOMING FIREFIGHTER/EMT ASSESSMENT.**

APPLICATIONS DUE BY NO LATER THAN DECEMBER 30, 2019 AT 1630 HOURS AST

PHASE I TESTING WILL BE JANUARY 6, 2020 AND SCHEDULED WITH QUALIFIED CANDIDATES

**THIS TESTING WILL BE FOR FULL-TIME PERMANENT POSITIONS. YOU MAY BE
CONTACTED REGARDING SEASONAL PERMANENT POSITIONS**

**ONE ELIGIBILITY LIST WILL BE MAINTAINED BY CCF/R. CANDIDATES RESULTS
WILL EXPIRE AFTER ONE YEAR OF THEIR LAST TEST WITH CCF/R. CANDIDATES
MAY CHOOSE TO RETEST TO IMPROVE THEIR STANDING ON THE ELIGIBILITY LIST IF
THEY CHOOSE IF ANOTHER TESTING IS OFFERED WITHIN THE YEAR OF ELIGIBILITY**

All applicants, including Juneau residents, must go through the registration and pass the examinations with Public Safety Testing (<https://www.publicsafetytesting.com/>) prior to **December 30, 2019 at 1630 hours Alaska Time**. Please visit their website at www.publicsafetytesting.com and you will fill out your application online and select the testing date, time and location most convenient for you. If your location is not available, please contact Public Safety Testing to make alternative arrangements. **Applicants located in Juneau, Alaska** are encouraged to contact Capital City Fire/Rescue at 820 Glacier Avenue, Juneau, AK 99801 or call (907) 586-5322 for information on testing locally. For further information email: info@publicsafetytesting.com or call 1.866.HIRE.911.

Applicants must be registered and successfully tested with Public Safety Testing by no later than December 30, 2019 at 1630 hours Alaska Time.

Local/Veteran Hiring Preference

Applications will be reviewed for eligibility of veterans or local hiring preference in accordance with 4 PR 020 and 4 PR 021. Applicants meeting the hiring preference will receive an additional 10% in scoring.

Phase I – Off Site or Distance

The intent of Phase I of the application process is to evaluate candidates utilizing their application, a brief interview and their background. All components of Phase 1 will be able to be accomplished through written and electronic communication. Candidates will be contacted to schedule a Phase I interview. City and Borough of Juneau applications and Public Safety Testing results will be compiled bimonthly. Eligible candidates will be contacted to schedule a video interview.

The following components are what will make up Phase I of the application process for Firefighter/EMT: (Maximum total possible points: 615)

1. Application

a. Minimum Qualification

Pass/Fail Rating

Education: High School graduation or possession of a GED certificate.

Experience: None.

Other: Not less than 21 years of age at time of appointment.

At time of appointment and for continued employment:

- A valid Alaska Driver's License
- Certification as a State of Alaska Firefighter I or an equivalent certification as determined by the Fire Chief.
- Certification as a State of Alaska Emergency Medical Technician I or higher

b. Additional Qualifications

Max Possible Points: 215

- i. A. Education is given points as follows: (The highest level of points will be awarded, the score is not cumulative)
 - 15 points for any AAS, AA, or AS degree
 - 25 points for a Fire Science AAS, AA or AS degree
 - 40 points for any BS or BA degree
 - 50 points for a Fire Science BS degree
 - 50 points for a Master's degree
- ii. Experience is given points as follows: (Maximum 100 points)
 - 10 points/year as a career Firefighter/EMS
 - 5 points/year as a volunteer Firefighter/EMS

- iii. Additional Certifications: (Maximum 65 points)
 - 20 points – Firefighter I (IFSAC or Proboard)
 - 15 points – Fire Instructor I (IFSAC or Proboard)
 - 10 points – EMT I or EMT (Basic)
 - 20 points – EMT II, III or AEMT
 - 5 points – Hazmat Tech
 - 5 points – High Angle Rope Rescue Tech

All scoring for will be done utilizing only the candidate's application, attached resume and/or the Personal History Statement (PHS) with Public Safety Testing. Qualifications stated will be verified through a background investigation.

2. Public Safety Testing's Firefighter Written Exam Max Possible Points: 100

Candidate's written scores from PST will be utilized in the scoring process of Phase I. The passing score must be completed prior to CCF/R testing process to be considered.

A minimum passing score of 70% must be obtained in order to progress in the process.

3. Interview #1 (Video Conference) Max Possible Points: 300

The purpose of the interview is to ask the candidate questions relevant to the position and gain insight into their interpersonal skills. All candidates going through the process will be given 30 minutes to complete the interview process and will be asked the same set of questions.

The interview will be done via video conferencing. The interview will be scheduled ahead of time and conducted through a means identified in advance by the Department. The interview will be scored by a panel consisting of five people.

4. Safety and Mission/Vision/Values Panel Pass/Fail Rating

At the conclusion of Phase 1 testing, the panel will assess all actions and interactions of all participants for adherence to Capital City Fire/Rescue's Mission Statement, Vision Statement and Core Values.

5. Conclusion of Phase I

The scores from each portion of the selection process will be totaled for each candidate and rank ordered according to the weights described below. The Fire Chief will post a finished ranking list that will form an eligibility list for Phase 2 testing that will apply to all current openings at the time the list is certified. The list will be kept for a maximum one year. At the Fire Chief's discretion, the list may be extended for up to one year after the expiration or choose to expire the list at any time.

Selection Process	Min	Max	Percentage
Additional Qualifications	0	215	36%
Public Safety Testing – Firefighter Selection Tool	70	100	16%
Interview Panel	0	300	48%
Totals	70	615	100%

Phase II – On Site Testing

The intent of Phase II of the application process is to better understand and evaluate the candidates. For this reason, Phase II testing will be conducted in Juneau at Capital City Fire/Rescue. Three candidates for each position being filled will be invited to Phase II of the testing. The eligibility list created from Phase I of the application process will be used to identify candidates invited to Phase II.

Candidates will be given a minimum of 21 days' notice between the invitation to Phase II of the application process and the date for Phase II of the application process. Scores obtained from Phase I of the testing will not be used in Phase II.

The scores obtained from Phase II of the testing will be used for future open positions if applicable. The candidate will not repeat Phase II of the application process if the Phase I eligibility list has not been retired by the Fire Chief. The score the candidate obtained from Phase II will be used when comparing to other candidates to make a conditional job offer.

The following components are what will make up Phase II of the application process for Firefighter/EMT: (Maximum total possible points: 620)

1. Medical Practical Examination

Max Possible Points: 100

a. Medical Scenario

Condition: Medical patient with appropriate moulage, trained assistants (assists only when requested), medical drug box and assessment tools

Behavior: Properly assess, manage and treat a sick medical patient

Standard: Use the National Registry of EMTs medical skill sheet for EMT. Use the Novice to Expert job analysis to rate the performance of the candidate

Time limit: 10 minutes

Failures: Any automatic failures on the National Registry of EMT skill sheets result in a deduction of points.

b. Trauma Scenario

Condition: Trauma patient with appropriate moulage, trained assistants (assists only when requested), medical drug box and assessment tools

Behavior: Properly assess, manage and treat a sick trauma patient

Standard: Use the National Registry of EMTs medical skill sheet for EMT. Use the Novice to Expert job analysis to rate the performance of the candidate

Time limit: 11 minutes

Failures: Any automatic failures on the National Registry of EMT skill sheets result in a deduction of points.

c. Trauma Skills

Condition: Candidates (EMT) will be asked to perform skills related to the treatments delivered during the Trauma Scenario.

Time limit: 10 minutes

2. Interview Panel

Max Possible Points: 200

The purpose of the interview is to ask the candidate questions relevant to the position and gain insight into their interpersonal skills. All candidates going through the process will be given 45 minutes to complete the interview process and will be asked the same set of questions.

3. Fire Chief Interview

Max Possible Points: 400

The Fire Chief will interview each candidate that has successfully completed the application process. The purpose of this interview is for the chief to best assess the candidate's ability to fulfill the needs of the Department. The interview will be scored and tallied for form the final list.

4. Safety and Mission/Vision/Values Panel

Pass/Fail Rating

At the conclusion of testing, the panel from the other events will assess all actions and interactions of all participants for adherence to safety and Capital City Fire/Rescue's Mission Statement, Vision Statement and Core Values.

Selection Process	Min	Max	Percentage
Practical Examination	0	100	14.3%
Interview Panel	0	200	28.6%
Chief Interview	0	400	57.1%
Totals	0	700	100%

Phase III - Conditional Job Offer

The scores from Phase II of the selection process will be totaled for each candidate being considered for employment according to the weights described above. The Fire Chief will offer a Conditional Job Offer to fill current openings at the time the list is certified. A candidate offered a Conditional Job Offer will need to successfully pass the following examinations: (CCF/R will pay for the costs associated with the Phase III examinations including travel when applicable)

1. Psychological Examination

Min Acceptable Score: C-

Candidates will complete the Post-Offer Psychological Screening Packet. The packet consists of the Personality Assessment Inventory, the Psychological History Questionnaire, and the Post-Offer Supplemental Personal History Questionnaire. The contracted source will review responses to the Post-Offer Psychological Screening Packet and discuss any negative factors in the candidate's background with the candidate during an interview. The contracted source will determine employment suitability based on a letter grading score. A through C- is considered to be a passing score.

2. Responses to Suitability Assessment Report

Min Acceptable Score: 5

Candidates will be required to complete a Suitability Assessment Report (SAR) packet which consists of the California Psychological Inventory, Pre-Offer Supplemental Personal History Questionnaire, State-Trait Anger Expression Inventory, Wonderlick Personnel Test, and a writing sample. The completed packet will be mailed to, and rated by, the contracted source. The results will be forwarded to CCF/R. These results will be used to determine candidate suitability.

3. Medical Examination

Fit or Not Fit for Duty

Candidates will be required to have a medical examination by a Department approved medical physician. The doctor will assess a multitude of factors to assess whether the candidate is fit or not fit for employment as a Firefighter/EMT with Capital City Fire/Rescue. The physician will submit a form to Capital City Fire/Rescue stating the candidate's ability as either "Fit for Duty" or not.

4. Candidate Physical Abilities Test (CPAT)

Pass/Fail Rating

Candidates are required to pass the Candidate Physical Ability Test (CPAT). Candidates that do not have a current CPAT card will be scheduled for assessment. If a candidate has a current CPAT card, it will be accepted as a pass rating for the intent of the Conditional Job Offer.

Final Job Offer

Based on the information obtained during the post-offer selection process phase, the Fire Chief will make a written final job offer to those individuals who have successfully passed the post-offer phase of the selection process.

