



## Jefferson County Emergency Services Agency Administrative Policy

AP 1050

Page 1 of 3

### Hiring Process for Field Personnel (FF/EMT, FF/Paramedic)

Board Approval:

*R M Kelly*

Date: 4/26/16

Vacancies occur within our organization either through attrition or by the allocation and funding of additional positions by the County Commission. To fill these vacancies, the Jefferson County Emergency Services Agency (JCESA) conducts a written competitive examination, candidate inventory, physical agility testing, and one or more interviews for the positions of Emergency Medical Technician / Firefighter and Paramedic / Firefighter. The competitive examination and candidate inventory scores establish the eligibility list from which interviews are conducted and vacancies will be filled. The entire hiring process consists of nine steps in four phases as listed below.

All persons who are interested in employment with JCESA as an Emergency Medical Technician / Firefighter or Paramedic / Firefighter may obtain and file an application form with JCESA at 419 16<sup>th</sup> Avenue Ranson, WV, 25438. Applications may also be obtained online at [jcesa.org](http://jcesa.org).

#### Phase 1: Advertisement & Application

- Step One: An advertisement for Emergency Medical Technician/Firefighter and/or Paramedic/Firefighter full time and/or part time positions will be posted on the JCESA website ([www.JCESA.org](http://www.JCESA.org)) and other media, at the discretion of the Director, for a minimum of two weeks and include an application submission deadline.
- Step Two: All applicants must complete a Jefferson County Emergency Services Agency (JCESA) employment application and submit all documentation of required training before being eligible to test. The entire list of training requirements is part of the application. Failure to provide required documentation with application shall be grounds for dismissal from the employment process immediately.

#### Phase 2: Screening

- Step Three: All candidates who have a valid and complete application for employment on file as of the published submission deadline will be invited to take a competitive written emergency medical services examination appropriate to his/her level of certification and a physical agility test. The Agency will offer a minimum of three testing dates to be established by the Director(s) and all candidates will be notified of the dates. Each candidate must register to take the exam and physical agility test on one of the established dates. The examination and physical agility test will only be administered on the days and times established and there will be no mechanism to 'make-up' the exam.



or physical agility test. Failure to test on one of the established dates will result in immediate elimination from the application process.

The physical agility test is a pass/fail element of the process. Candidates who are unsuccessful in the physical agility test, at the sole discretion of the proctor, are eliminated from the application process immediately.

**Step Four:** The Director will review the application packages of all remaining candidates and tabulate candidate inventory points. Candidate inventory points are assigned based on the candidate's education, experience, and training as documented on his/her application.

The candidate's inventory score will be added to his/her written exam test score to create a screening score. All candidates will then be placed on either the ALS or BLS eligibility list, ranked by highest screening score.

These eligibility lists will be utilized for no more than two years, however the Director may initiate the testing process to create a new eligibility sooner than two years if s/he deems necessary.

**Step Five:** When a vacancy exists, the top five candidates (based on total screening score) will be interviewed by an interview panel which will include; 1) JCESA Director or Deputy Director, 2) County Administrator or appointee, 3) One representative of the private sector.

The interview will be scored by each member of the panel. The candidate's interview score will be added to their screening score to create the candidates total score. Candidates will be ranked from highest to lowest based on total score.

### **Phase 3: Selection**

**Step Six:** The Director shall offer employment to a candidate whose score is among the top three. This offer will be contingent upon successful completion of Phase 4 of this process.

If any individual candidate that maintains a ranking in the top three without being selected for employment three times; said candidate will be eliminated from the employment process.



**Phase 4: Post Selection**

- Step Seven:** Candidate(s) reaching this phase/step must pass the NFPA 1582 Medical Physical Examination and drug screening. All initial costs incurred for these requirements will be at the expense of JCESA. Completion of these requirements will be deemed successful upon receipt of written notice that the candidate's drug screen is negative and he/she is fit for duty based on the results of the Medical Physical Examination as interpreted by the medical practitioner conducting the exam. If the candidate does not successfully complete either requirement, as defined above, he/she shall be eliminated from the eligible list for employment and any offer of employment will automatically be withdrawn.
- Step Eight:** Any candidate who successfully completes all previous phases of the process shall undergo a criminal background investigation and driver's license investigation by the Jefferson County Commission and/or Sheriff's Department. All costs incurred for these requirements will be at the expense of JCESA. Failure to comply and/or unsatisfactory findings (at the discretion of the Director(s)) shall result in immediate elimination from the application process. In the event that a candidate begins employment prior the completion of these screenings, continued employment is conditional on both the criminal background and license background investigation returning no adverse reports. If an adverse report is returned, the employee may be terminated immediately.
- Step Nine:** All new employees (full time and part-time) will be mandated to successfully complete the JCESA Employee Orientation Program (#1070) and the JCESA Introductory Period (#1060) as outlined in the Administrative Policies of JCESA. Failure to comply and/or successfully complete either requirement shall result in immediate dismissal from employment.

*Any discrepancies which may arise during the above hiring process will be decided and resolved at the discretion of the Director.*