

CITY OF FRANKLIN POLICE AND FIRE COMMISSION 2016 FIREFIGHTER/EMT (ENTRY LEVEL) HIRING PROCESS

INTRODUCTION

The City of Franklin Police and Fire Commission will hereafter be referred to as the Commission.

The City of Franklin will sometimes hereafter be referred to as the City.

The City of Franklin Police Department will sometimes hereafter be referred to as the Department.

POSITION APPLICATION REQUIREMENTS

An applicant must possess these minimum requirements:

1. 18 years of age or older.
2. High school diploma.
3. Valid driver's license.
4. Associate Degree in a fire related field or a Bachelor's degree.
5. Firefighter II certification.
6. Wisconsin EMT basic license.
7. Excellent health and physical condition.

Requirements 1, 2, 3 and 7 must be possessed by the applicant at the time of the submission of her or his application. In relation to requirements 4, 5 and 6, applications will be accepted from individuals who are in the active process of obtaining those requirements but have not yet obtained them. However, those requirements must be met prior to a conditional offer of employment being made.

The Commission will determine if a particular Associate Degree is in a fire related field.

POSITION PREFERENCES

Possession of a National Registry Paramedic license. This position preference may be use: (1) by the commission in determining which persons they will interview under the **ORAL INTERVIEW WITH THE COMMISSION** part of the hiring process; (2) by the Department in determining which person or persons is best qualified under the **FIRE DEPARTMENT ASSESSMENT AND SELECTION** part of the hiring process.

POSTING OF POSITION

A representative of the City, in conjunction with the Department, will select advertising venues and advertise the position in compliance with all applicable laws and requirements as adopted by the Commission. The widest possible practical dissemination of the job information is desired. Applications from persons with diverse backgrounds are encouraged.

APPLICATION PROCESS

The job posting will direct the applicants to the City Web site where the application, directions, qualifications, and other applicable information will be located. The standard City of Franklin job application, with modifications, will be used. If an applicant does not have access to the internet, the applicant will be directed to pick up an application from the City.

Each applicant, under either the Work History or Additional Experience Or Qualifications sections of the application or on a separate sheet of paper or on a resume, shall list all of the applicant's firefighter, EMT, and paramedic related experience.

The following documents shall accompany each application: (1) a copy of an applicant's college transcripts- a certified copy is not necessary; (2) a copy of Firefighter II certification; (3) a copy of Wisconsin EMT basic license; (4) a copy of National Registry Paramedic license (if applicable); (5) a copy of the Candidate Physical Ability Test certificate or certification letter if the applicant has passed the test within the last six months (if applicable). If for some reason these documents are not available, an applicant shall state the reason **on the Additional Information Page for Firefighter/EMT in the Application Packet**. If an applicant's college transcript does not indicate that the applicant earned a degree, other proof of the degree shall be included. Each applicant, on a separate sheet of paper, shall answer with specificity the question "Why he or she wants to be a City of Franklin Firefighter/EMT." Other documents, including certificates of training or completion, letters of reference, high school transcripts, course marks that an applicant obtained at a training course shall not be included with the application.

A resume of no more than 2 pages is encouraged but is not required.

Each applicant shall note on the Additional Information Page: (1) include the location at which the applicant would like to take the written examination and (2) state if the applicant is requesting that he/she be given preference points in accordance with Wisconsin statute section 230.16(7) and if so requesting, shall complete and include with his/her application the State of Wisconsin, Office of State Employment Relations form OSER-DMRS-38L (rev 7/10).

Each completed application must be received by the City, delivered either in person or by use of a mail delivery system, not later than the established deadline. The date and time that each application is received by the City shall be documented.

The accurate completion of the application form will be a factor that is considered by the Commission when it conducts its oral interviews of applicants and the Department when it does its assessment and selection.

The starting date for the application process and the deadline for receipt of applications shall be determined by the Commission president in conjunction with a representative of the City.

Each application shall be reviewed by a representative of the City for completeness and to ensure that each application meets the minimum requirements. Questionable applications will be reviewed by the President of the Commission or his designee. The Commission and the City are under no obligation to notify an applicant that his/her application is incomplete.

Any aspects of the application process, not addressed above, can be determined either by the Commission president or the Commission. Also, changes can be made to the above application process by the Commission

president or the Commission if the implementation of one or more of the above stated items becomes unfeasible.

WRITTEN EXAMINATION

All successful applicants will be given the opportunity to take the required written examination. The City will coordinate the taking of the examination by the successful applicants.

It is anticipated that the written examination will be administered on March 12th, 2016 by Wisconsin Personnel Partners. It is also anticipated that the written examination will be the **Entry Level Firefighter, 0581/040/203** examination. However, the date, who administers the examination, and what examination is used is subject to change and is in the sole discretion of the City. The City will coordinate the taking of the examination by the applicants.

Veterans and their spouses will be given preference points in accordance with Wisconsin statute section 230.16(7) if requested when the applicant's application is submitted.

ELIGIBLE LIST

An Eligible List will be approved by the Commission. It will contain those persons who **scored 70% or higher** on the written examination.

A person can be removed from the Eligible list at his/her request or if it is determined that the person does not meet the minimum position application requirements.

Persons on the Eligible List will be numbered, with the applicant who had the highest score on the examination being number 1 and the rest of the applicants will be on the list according to descending scores. Tie scores will have the same number.

The Eligible List will automatically expire after two years from the date of its approval unless it is extended or canceled at an earlier date by the Commission.

ORAL INTERVIEW WITH THE COMMISSION

After establishment of the Eligible List, the Commission will interview the top 10-20 persons (depending on the number of open positions anticipated at the time of interviews) on the Eligible List including ties. If the number of persons because of ties greatly exceeds 20, the Commission or the president will determine how many persons it will interview with one option being the lower number of persons without ties. The Commission may change the number of applicants it initially interviews.

The action taken by the Commission after each interview process will be to pass on or not to pass on each applicant who is interviewed for further consideration in the hiring process.

Possession of a National Registry Paramedic license can be used in determining whether a person is passed on.

The Commission may conduct additional oral interviews of applicants from the Eligible List, the number to be determined by the Commission.

FIRE DEPARTMENT PROCESS

The Chief of the Fire Department, from the applicants who are passed on by the Commission after its interviews and with the assistance of other persons designated by the Chief, will determine which applicant or applicants is best qualified for any vacant or anticipated vacant position(s) with the Fire Department.

Possession of a National Registry Paramedic license can be used in determining which person or persons is best qualified.

The department has the option to select a certain number of persons to take the Candidate Physical Agility Test at an early stage of the process.

At the conclusion of this process, the Fire Chief may make a conditional offer of employment to the position of City of Franklin Fire Department Firefighter/EMT (Entry Level) to one or more of the applicants, subject to the approval by the Commission. Any such offer shall include a one year probationary period.

The process, either before or after a conditional offer of employment, will include (but is not limited to) the applicant passing an extensive background investigation conducted by the Franklin Police Department, the Candidate Physical Ability Test, drug screening, and a medical examination including vision and hearing tests.

COMMISSION ACTION

The Commission shall either approve or disapprove each appointment made by the Fire Chief. Each appointment shall contain a one year probationary period which can be extend by the Commission.

The review process may include, but is not limited to, a complete review of the information and test results obtained during the department's assessment of the applicant and an oral interview of the applicant by the Commission.

The Fire Chief shall periodically, as specified by the Commission, inform the Commission of the progress and performance of any person appointed by the Commission. The Fire Chief shall notify the Commission when a person either successfully or does not successfully complete his/her probationary period.