



PINE HILL

FIRE DEPARTMENT

Administrative Procedure 2018-402

Career Firefighter Employment Process

Overview

This procedure will detail the employment process, that will be followed when adding to the career compliment of personnel, or when necessary to replace a career member who has retired or separated from employment. It will closely parallel the Firefighter employment process that has been established by the New Jersey Civil Service Commission. Providing the required education and age requirements for applicants. It will also detail the employment process to include the application and its processing, the Resume review and the point system applied, the written examination, and physical agility test, and lastly the Command Interview.

An employment list will be generated, listing the individual with the highest score at the top, and then chronologically posting the remaining individuals who have successfully passed and completed the entire employment process.

Once offered employment, the probationary firefighter must successfully pass the Fire Departments Medical, and Drug Examinations. Additionally, this document will provide for the "Conditions of Continued Employment ". Requiring the member to successfully complete specific education and acquire certification within the first year of employment.

1) Educational, Age, and Citizenship Requirements

Required

- 1.1 Must be a citizen of the United States
- 1.2 Must be 21 years of age, but not more than 35 years of age at the Time of appointment. Eligible for New Jersey Pension system.

Note: Those applicants who meet the criteria established by the New Jersey Division of Pensions and detailed within NJSA 40A:14-45 pertaining to Military Veterans and Active Volunteer firefighters, that provides certain exceptions to the established age limit, will be incorporated into the final disposition of the acceptable age for an applicant.

- 1.3 Must have graduated from High School, Vocational School or possess an approved equivalency certificate. (GED)
- 1.4 Must be a current active firefighter and have successfully completed three (3) years of active Structural Firefighting in a municipal fire department, preceding his / her appointment.
- 1.5 Must have successfully completed Firefighter I training program approved by the New Jersey Department of Community Affairs, Division of Fire Safety prior to being considered for a firefighting position.
- 1.6 Must have current professional CPR certification from the American Heart Association, or American Red Cross
- 1.7 Must have a valid New Jersey Driver's License for the operation of a motor vehicle
- 1.8 Certified to New Jersey Level I Incident Management System (IMS) at the time of appointment.
- 1.9 Must have current Emergency Medical Technician Certification, in compliance with the New Jersey Department of Health regulations. AT the time of appointment

2) Desired Education / Certifications

- 2.1 Personnel holding a current Vehicle Extrication I certification that has been issued by a Tier I Fire Academy, will receive additional Points that will be added to the overall employment score, as detailed in Section 6 of this procedure. score.
- 2.2 Current Fire Apparatus Driver Operator up to the Engine / Squad / Rescue Company level. Will receive additional points that will be added to the overall employment score, as detailed in Section 6 of this procedure.

3) Advertisement Process

- 3.1 Upon authorization from the Board of Fire Commissioners to hire career fire personnel. The advertisement for the position will be posted as follows.
- In Newspaper/s authorized by the Board of Fire Commissioners.
 - To Each member of the Pine Hill Fire Department, via the Departments E-Mail system.
 - Placed on the approved Pine Hill Fire Department Social Media Sites
 - Posted on the Board at the Department's Informational Board
 - All Pine Hill Municipal and Public Facilities (Borough Hall, MUA Office)
- 3.2 The formal advertisement must illustrate the general information of the department, the requirements, the number of available positions during the specific hiring process. The close out date and time for the submission of the application.
- 3.3 The employment advertisement will be posted within or at all the locations listed in section 3.1 of this policy. for a period of not less than 10 calendar days prior to the established close out date. With the close out date clearly placed on that advertisement.

4) Application Completion and Process

- 4.1 Interested individuals must pick up the employment application packet at Fire Headquarters during normal Monday through Friday Business hours. Individuals picking up the application, MUST sign and date the Pine Hill Fire Department form PHFD 401-18, which will verify the receipt of the application, and the acknowledgment of the deadline for the application submission.

Note: Due to limited staffing, there could be times when Fire Headquarters would not be manned. It is strongly recommended that individuals wishing to secure the application and packet call fire headquarters at (856) 784-3994 or (856) 783-8666 to establish a firm meeting date and time to make this acquisition.

- 4.2 The applicant when acquiring the Employment application, will also be provided with a "Career Employment Packet" that is described in Appendix "A" of this policy. He / she will also be required to initial the appropriate area of the PHFD Form 401-18, that will verify their receipt of that packet.

- 4.3 The application packet, must be completed in its entirety, signed, and dated by the applicant, **then notarized**. Failure to meet any of these criteria will result in disqualification for the position.
- 4.4 The entire Application packet and Resume must be completed and submitted in accordance with section 4.3. **NO LATER THAN the listed close out date**.
- 4.5 In addition to the submission of the completed application packet. A full and detailed Personnel Resume must be submitted at the same time of the application submission. The content of that document will be evaluated, and points will be affixed to the candidates final score in accordance with Section 6 of this policy.
- 4.6 Completed applications and resume must be submitted in-person, during normal business hours at Fire Headquarters. It may only be submitted to the Fire Chief / Fire Administrator, Business Administrator, or the Career Deputy Chief. The applicant will be provided with a receipt verifying his / her submission utilizing PHFD Form 402-18, a copy of which will be maintained in the individuals personnel file.
- Note:** Due to limited staffing, there could be times when Fire Headquarters would not be manned. It is strongly recommended that individuals wishing to secure the application and packet should call Fire Headquarters at (856) 784-3994 or (856) 783-8666 to establish a firm meeting date and time to make this acquisition.
- 4.7 Upon receipt of the application and resume, a personnel file will be generated and secured in the Chief of Department's office. All submissions, correspondence and alike information pertaining to the applicant, will be retained in that file.
- 4.8 Upon receipt of the application and resume, the fire department will conduct a preliminary investigation to verify the individual has the established educational and experience requirements established in Section 1 subsections 1.1 through 1.9 of this procedure. It will also verify the information submitted on the application specifically pages 5 and 6, sections 1, 2, 3, 4, 5, & 6 of the application. This will occur within thirty (30) days of the application close out date.

- 4.9 Once that information has been verified as true and correct, and no discrepancies have been found. The applicant will be invited to participate in the testing process.
- 4.10 Should discrepancies and or concerns be identified within the submitted application, the applicant will be notified in writing, via Registered Mail. PHFD Form 408 -18 will be utilized, upon which the specific concerns will be identified and conveyed to the applicant in this writing.
- 4.11 The applicant will then have seven (7) days from the receipt of that notification to establish a meeting with the Chief of Department and the Personnel Commissioner. The purpose for which will be to respond to, and provide explanation pertaining to the identified concerns. Failure of the applicant to conduct this required follow up, within the prescribed time period will result in the disqualification from the employment process and his / her employment consideration terminated.

5) Testing

- 5.1 Candidates who have successfully completed the preliminary investigation process described in section 4 will be invited to the written test. They will be formally notified via Registered Mail of the date, time, and location of the written test.
- 5.2 The written test will be comprised of no less than 100 multiple choice questions. All of which will be derived from the content of the "Reading list" provided to each candidate within the Career Employment Packet.
- 5.3 Individuals participating in the written test will only be identified on the test and the score sheet, using their **Social Security Number** (Last Four digits)
- 5.4 The written test will be developed, proctored, and graded by a third-party contractor, who will be secured by the Fire District. That contractor will be provided two (2) weeks from the date of the test completion to provide the Fire Chief and the Board of Fire Commissioners' Personnel Director with the test results in writing.

The scoring and grading of the test, will be posted through the use of the Social Security numbers (Last Four digits) of the individuals tested, listing them chronologically from the Highest Score to the Lowest Score.

- 5.5 Applicants who successfully pass the written test will be invited to participate in the physical agility test. The Date, Time, and Location of that testing will be provided to the candidate in writing via Registered Mail.
- 5.6 Candidates participating in the Physical Agility test will be responsible to provide written medical clearance, signed by a medical doctor certifying that he/ she can participate in the fire department's physical agility test
- 5.7 Candidates will be given notice of this testing at least two (2) weeks in advance of the actual test. The candidate will be responsible to report directly to the designated test location on the date and time specified within their notification. Failure to report, will result in the termination of their application.
- 5.8 The physical agility test, will be comprised of the same testing components that are utilized by the New Jersey Department of Personnel Firefighter Physical agility test, that is being utilized at the time of our testing cycle. The test will be conducted at a site that would meet the necessary logistics, and testing criteria. It will also be proctored by personnel from the facility hosting this test.
- 5.9 This testing will be graded as Pass or Fail; all candidate will be identified by using the last four digits of the individuals Social Security number. A list of candidates will be provided to the Chief of Department and the Personnel Director representing the Board of Fire Commissioners on the day of the test, or within seven days of the testing.

6) Scoring

- 6.1 Final Scoring of the employment process will be comprised of the following criteria.
 - A) Proper Completion and Submission of the application Packet Pass / Fail
 - B) Submission Evaluation, Value Point Assessment of the individual's Resume Score _____
 - C) Written Test Score _____
 - D) Physical Agility Test Pass / Fail

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- E) Successful completion / Background Investigation **Pass / Fail**
- F) Command Interview **Score _____**
- Total Score: _____**

- 6.2 The evaluation of the candidate's resume will be scored, in accordance with the point values that are established upon the PHFD Form 403-18 - Resume Assessment Sheet. Focus will be on education and experience that would be deemed beneficial to the Department.
- 6.3 Once all the scoring has been completed, a Pine Hill Fire Department Career Employment list will be generated. That list will chronologically show all the successful candidates, with the individual who collectively scored the highest, being listed as number one (1). Then chronologically listing the remaining individuals to the lowest collective score. **All of whom will be listed by the use of the last four digits of there Social Security Number**
- 6.4 This Career Employment list will have a duration of three (3) years from the date of the list being posted. After which that list would expire, requiring the commencement of a totally new career employment process to establish a new three (3) year list.
- 6.5 A complete list of eligible candidates will consist of at least three (3) successful individuals, for each available position.

7) Full Background Investigation

- 7.1 Candidates who have successfully completed segments A, B, C & D of section 6 will now have a full background investigation conducted.
- 7.2 Using the one of three rule, the background investigations will commence with the top three (3) candidates being processed.
- 7.3 The investigations will be conducted by appointed members of the Fire and Police Department, who will be focused upon the content of the application and resume submissions verifying all the Information contained. It will also be used to verify one's character, employment history, and job performance.

8) Command Interview

- 8.1** Individuals who have successfully completed the established criteria detailed within section 6, segments A through E, and scored in the top three positions, will be invited to a "Command Interview".
- 8.2** The "One of Three" rule "will be utilized in this process to provide no less than three (3) individuals to be interviewed for EACH career position available at that time.
- 8.3** The Command Interview will be conducted by a panel consisting of Five (5) individuals. One member of the Board of Fire Commissioners, the Chief of Department, and one member of the Command staff, and two Chief Officers from outside the department, selected and authorized by the Board of Fire Commissioners
- 8.4** In the event there would be a potential conflict of interest, or one of the identified committee members would not be available, the Board will appoint a substitute representing the identified segment of the Panel.
- 8.5** The Command Interview will consist of ten (10) standard questions, developed and committed to writing prior to the interview. Space will be provided under each question for the scoring of each response. There will also be space provided for the committee member, to make pertinent notes pertaining to the candidate's response, demeanor, and appearance
- 8.6** Scoring of the candidate's response will be numerically graded 1 through 10, with 10 being the highest value and 1 being the lowest. At the conclusion of the interview of each candidate, the panel members will consolidate the individual scores to derive a singular score for each candidate. That score will be placed on the overall score sheet - PHFD Form 406-18.
- 8.7** All scoring forms, notes, and other pertinent information regarding this process will be retained in each of the candidate's confidential personnel file, located and secured in the Chief's office.

9) Employment List

- 9.1 Once the employment process has been completed, and a chronological list of successful candidates has been promulgated, an employment recommendation will be presented to the Board of Fire Commissioners within three (3) days.
- 9.2 The posted employment list will be electronically issued to all candidates who have successfully completed the entire Pine Hill Fire Department employment process (Hard Copy via US Mail and Electronically). The list will also be publicly posted on the Fire District's, and Fire Department's websites, and at the Fire Department's informational center.
- 9.1 The posted employment list will remain active for future career firefighter employment for a period of three (3) years from the date of its posting.

10) Employment Offer

- 10.1 At the conclusion of the Command Interview, the interview panel along with the Personnel Director and the Chief of Department will review the entire employment process to include the scores from section 6 and the Command Interview; from which a recommendation for employment will be presented to the full Board of Fire Commissioners.
- 10.2 The remaining members not selected at this time, will return to the employment list where they will remain until another employment certification occurs.

11) Certification Process

- 11.1 When the Board of Fire Commissioners has authorized the employment of a career firefighter/s, the existing firefighter's employment list will be certified. This will require sending a correspondence (Registered Mail) to the top three (3) individuals illustrated on the top of the active employment list.
- 11.2 If the Board of Fire Commissioners has authorized the employment of more than one fire fighter, the certification process will provide for a minimum of three (3) candidates for each of the authorized positions, following the candidate notification process detailed in section 11.1

- 11.3** This certification will serve to formally notify the candidates of the available position/s. Once issued the candidates will have five (5) days to correspond in writing back to the Fire Chief / Fire Administrator. 1) Confirming that they are interested in the position, 2) They are NOT interested in the position at this time, but wish to remain on the list for future consideration, 3) They are not interested in the position. Requiring the Candidates to use Registered Mail for this notification.
- 11.4** Candidates on the employment list that fail to respond to the Certification as described in section 11.3 within the established five (5) -day period will be disqualified and removed from the list.
- 11.5** Once an adequate number of candidates have responded affirmatively to the certification, the hiring process will commence with the formal background investigation and then the Command Interview, ultimately ending in the recommendation for employment.

12) Conditions of Continued Employment

- 12.1** Candidates who have been offered employment as a Career Firefighter with the Pine Hill Fire Department will be required sign off on PHFD Form 407-18, acknowledging that they understand the educational certifications and requirements that **MUST** be maintained as mandated by the Board. That **The failure to continually maintain the required educational and certifications throughout their employment will result in termination**
- 12.2** The decision of the Board of Fire Commissioners was to make EMT a required component of continued employment
- 12.3** As a condition of continued employment career members must complete all required Department of Labor - PEOSHA mandated annual training.

13) Military Consideration

- 13.1** Individuals who post on the Fire Department's employment list and are active Military deployed at the time of certification will be notified via Certified Mail.

- 13.2 Those individuals will be required to respond to the certification as described in section 11 of this procedure.
- 13.2 If an individual/s respond in an affirmative to the certification wishing to be considered for employment, then a singular employment position CANNOT be filled until that person returns and has the opportunity of going through the entire employment process.
- 13.3 If individuals who are members of the National Guard, or are on Reserve Status at the time of certification will also be privileged to the parameters detailed in section 13.2

14) **Employment Candidate Grievance / Appeal**

- 14.1 Candidates who have a concern or wish to challenge any portion of the employment process described in this procedure to include the processes itself, or any specific segment of the testing, the Resume Review, the Background Investigation, or the Command Interview, will have the right to appeal.
- 14.2 To file an appeal the candidate will be responsible to file that appeal in writing, in which the candidate will have the responsibility to detail the specific challenge or challenges in writing.
- 14.3 Any such appeal will be personally submitted to the Chief of Department's office, establishing a date and time to meet with the Chief for this submission which MUST be completed within ten (10) calendar days of the employment list posting. The grievant will be furnished with PHFD Form 410-18 receipt verifying the submission of the grievance documents.
- 14.4 Upon receipt of an appeal, the Chief will establish a meeting with the Chairman of the Board, and the Personnel Director within three (3) working Days. Deriving a formal course of action that would properly address the submitted concerns / Appeal, which could range from written response to the cited concerns to having A third-party representative provide the appropriate response. To submitting it directly to the Board's Solicitor, in the quest of resolving the issues presented. Completing that process within ten (10) working days from the receipt of the complaint.

14.5 Depending upon the severity and or complexity of the appeal, the Board may consider to immediately turning the matter over to Legal Counsel, doing so within the ten (10) day period described in section 14.4

Adopted by Resolution:

Date of Adoption: _____ Resolution Number: _____

Signed: _____ Date: _____
Fire Commission Chair

Signed: _____ Date: _____
Personnel Commissioner

Signed: _____ Date: _____
Business Administrator

Signed: _____ Date: _____
Chief of Department

Appendix A

“Career Employment Packet”

The career employment package that will be issued to ALL Career Applicants. Upon the submission of His / Her Application and Resume. Will contain all of the following Information.

- Copy of the Career Employment Administrative Policy
- Copy of Examples of Work to be performed by this position
- Copy of the Knowledge and Abilities associated with this position
- Copy of the tentative employment process schedule
- Copy of the Physical agility test components
- A detailed list (Reading List) of the text and Materials to be used in the written test.