CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

http://portal.cityofsacramento.org/HR
INVITES APPLICATIONS FOR THE POSITION OF:
Fire Recruit (EMT or Paramedic)

An Equal Opportunity Employer

SALARY
$25.13 - $25.13 Hourly

ISSUE DATE: 06/27/22

FINAL FILING DATE: 07/10/22

THE POSITION

To be considered eligible for this challenging and rewarding career opportunity, **you MUST be on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List (SEL) as of July 10, 2022.** Sacramento Fire Department is hiring directly off the FCTC SEL. **PLEASE ENSURE YOUR FCTC PROFILE IS UP TO DATE.** For questions regarding the FCTC SEL, please visit www.fctconline.org or call 1-877-648-2728.

YOU MUST UPLOAD COPIES OF THESE CERTIFICATIONS/LICENSES TO YOUR FCTC PROFILE. The City of Sacramento will be receiving FCTC's Statewide Eligibility List, which will have confirmation of the following candidate information:

- Age- Must be 21 or older by the completion of Academy *(See Recruitment Timeline)*
- High School Diploma or GED
- Possession of a valid Driver License
- Possession of a valid CPAT Certificate, issued within the past twelve months from July 10, 2022
- Received a passing score (70% or above) on the FCTC Written test within the past twelve months from July 10, 2022
- Possession of a valid California or National Registry EMT Certificate; **OR** California or National Registry Paramedic License

The California Fire Foundation, in partnership with the FCTC, awards financial hardship grants to qualified applicants to cover all FCTC/CPAT testing fees. For more info, please visit www.fctconline.org/candidates/financial-hardship/

Please Note:
-When applying, applicants must select if they are applying as a Fire Recruit (EMT) OR a Fire Recruit (Paramedic). Applicants may ONLY APPLY FOR ONE. If duplicate applications are submitted, only the first application will be accepted.

-A candidate must successfully pass a thorough background investigation, including a criminal history check, fingerprinting, psychological test, credit check, and a drug use history, to be considered for this position.

Fire Recruit is a training-level classification that exists solely for those who are completing their initial Sacramento Fire Department Training in the Sacramento Regional Fire Academy. Fire Recruits undergo a formal training program that meets the California State Firefighter 1 curriculum standard. Academy instruction includes basic training in firefighting methods, equipment operations, Emergency Medical Services (EMS), and physical fitness. Successful completion of this Academy is required, even if similar training has been achieved elsewhere. Failure to complete the Academy successfully will be cause for release from City employment. Upon completing the training requirements and graduation from the Academy, a Fire Recruit is eligible for probationary appointment to Firefighter (EMT or Paramedic).

DISTINGUISHING CHARACTERISTICS

Fire Recruit is a non-career developmental classification used to recruit and prepare qualified candidates for advancement to the journey-level classification of Firefighter (EMT or Paramedic). Incumbents in this class undergo a formal training program in the Sacramento Regional Fire Academy, where they receive their California Firefighter 1 certification upon completion. Under close supervision, the Fire Recruit must gain an understanding of lifesaving and firefighting methods through intensive academic instruction and specialized training. Classroom academics, hands-on training, and daily physical fitness training will be required.

Upon satisfactory completion of the training and graduation from the Academy, a Fire Recruit is eligible for a 12-month probationary appointment to the career classification of Firefighter (EMT or Paramedic).

Fire Recruit is distinguished from the Firefighter (EMT or Paramedic) in that the former is a recruiting and training level classification, and incumbents do not perform emergency duties outside of closely supervised training drills. Firefighter (EMT or Paramedic) is a journey-level classification, and incumbents are expected to perform the full range of responsibilities of a Firefighter (EMT or Paramedic).

SUPERVISION RECEIVED

Immediate supervision is provided by higher level Fire and Civilian personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to the following:

- Attend assigned training sessions for both classroom training and manipulative exercises and drills.
- Learn concepts of fire science and firefighting methods, including safety practices.
- Studies and completes homework assignments.
- Takes periodic quizzes, tests, examinations, and evaluations.
- Learn basic defensive driving techniques and emergency vehicle operations of fire apparatus.
- Learn equipment operation and maintenance procedures and practices.
- Learn to operate fire extinguishers, hose lines, nozzles, and similar equipment used in extinguishing fires.
- Learn to raise, lower, and climb ladders.
- Learn salvage and overhaul operations.
- Learn basic emergency medical procedures.
- Learn the organization, chain of command, polices & procedures, and the rules and regulations of the Sacramento Fire Department.
- Successfully participate in and practice physical fitness training.
- Learn other related courses or programs as required.
- Other related duties as assigned.

QUALIFICATIONS

EDUCATION

High school diploma or GED equivalent

EXPERIENCE

None
The following are desirable:
- Possession of California State Fire Marshal approved Firefighter I Certification.
- Current service in the Sacramento Fire Department Reserve program.

SPECIAL QUALIFICATIONS

Active Status on the Firefighter Candidate Testing Center (FCTC) State Eligibility List
For more information, please visit: www.fctconline.org

FCTC Written Test:
Passing score must be obtained within the past twelve months from the final filing date.

Candidate Physical Ability Test (CPAT) Certificate:
Possession of a CPAT Certificate issued within the past twelve months from the final filing date.

Age:
Must be at least 21 years of age by completion of the Academy.

Driver License:
Possession of a valid California Class C Driver License is required at the time of appointment. Loss of license is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Successful completion of Phase I Emergency Vehicle Operation Course (EVOC) training is required by the completion of the Academy. *(Phase I EVOC training for a firefighter endorsement is provided during the Academy.)*

Emergency Medical Technician (EMT) Certification/Paramedic License:
Possession of a valid California or National Registry EMT Certificate is required for EMT assignments; EMT certification must have Sacramento County Emergency Medical Service Agency (SCEMSA) endorsement by completion of the Academy.

Possession of a valid California or National Registry Paramedic License is required for paramedic assignments; Paramedic Licenses must have SCEMSA accreditation by the completion of the academy.

For more information, please visit: https://dhs.saccounty.net/PRI/EMS/Pages/EMS-Home.aspx
Assistance with SCEMSA endorsement or accreditation sponsorship is provided by the Sacramento Fire Department.

Medical Examination / Drug Test:
If considered for appointment, candidates must pass a medical examination and a drug test.

Employment Eligibility:
Documentation verifying the candidate's eligibility for employment in the United States will be required and shall be presented upon hire. This includes citizens and noncitizens.

Background:
If considered for appointment, candidates must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, psychological test, credit check, and drug use history.

Respiratory Protective Equipment:
Work in this classification requires wearing respiratory equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Residency Requirement:
Must reside within 35 air mile radius from the freeway interchange at W-X Streets, 29th-30th Streets within one year following appointment as a Firefighter (EMT or Paramedic).

Other Requirements:
Successful candidates must adhere to the established City of Sacramento Smoke-Free Workplace policy.

THE SELECTION PROCEDURE

TENTATIVE RECRUITMENT TIMELINE

The following dates are *tentative* and subject to change based on the needs of the Agency.

Fire Recruit Application Process Opens:	June 27, 2022
Deadline for Filing:	July 10, 2022
Review of Minimum Qualifications:	July 22, 2022
Online EMS Examination:	July 25 – July 31, 2022
In-Person EMS Skills Test:	Aug. 8 – 19, 2022
Oral Interview Test:	Aug. 29 – Sep. 9, 2022
Chief's Interview:	Sep. 19 - 30, 2022
Conditional Job Offer/Background Process Begins:	Oct. 7, 2022
Background Process Completed:	November 23, 2022
Academy Start Date:	January 9, 2023
Academy Graduation Date:	June 16, 2023

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

 1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application <u>by the final filing deadline of July 10, 2022.</u>

- Employment applications must be submitted online; paper applications will not be accepted.

- Applicants **must be** on the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC SEL) as of the final filing deadline of July 10, .

2. Screening Committee: (Pass/Fail)– Human Resources will be receiving the Firefighter Candidate Testing Center Statewide Eligibility List (FCTC SEL) to confirm applicants meet the minimum qualifications stated on the job announcement. Minimum qualifications include:

- Age- Must be 21 or older by the completion of Academy *(See Recruitment Timeline)*
- High School Diploma or GED
- Possession of a valid Driver License
- Possession of a valid CPAT Certificate, issued within the past twelve months from July 10, 2022
- Received a passing score (70% or above) on the FCTC Written test within the past twelve months from July 10, 2022
- Possession of a valid California or National Registry EMT Certificate if applying for a Fire Recruit EMT; **OR** California or National Registry Paramedic License if applying for a Fire Recruit Paramedic

3. Online Emergency Medical Services Examination: (Pass/Fail) Qualified candidates will receive a notification via email when the examination is available. Candidates will have approximately 7 calendar days from the date of notification to complete the online EMS examination. Only one attempt will be permitted. The online EMT or Paramedic online EMS examination will be based on the National Registry and will not include any county specific material. Candidates must obtain a minimum passing score of 70% or higher to participate in the Emergency Medical Services Skills Exam.

4. Emergency Medical Services Skills Test: (Pass/Fail) Candidates who pass the online EMS exam will be notified via email of the EMS Skills Test date, time, and location one to two weeks prior to the test. The EMT or Paramedic EMS Skills Test is administered by the Sacramento Fire Department. The EMS skills test will consist of psychomotor skills exercises for medical and trauma using National Registry and the American Heart Association's Advanced Cardiovascular Life Support guidelines; and will not include county-specific protocols. Candidates must obtain a minimum passing score of 70% or higher to participate in the Oral Test.

Only candidates who pass both the Online EMS Examination and the EMS Skills Test will advance to the oral interviews.

5. Oral Test: (Weighted 40%) The Oral Test is administered by the Sacramento Fire Department. The test may be conducted online or in-person. Qualified candidates will be notified via email of the oral interview test date, time, and location one to two weeks prior to the test.

6. Chief's Interview: (Weighted 60%) Candidates will be invited to the Chief's interview based on their Oral Interview ranking. Qualified candidates will be notified via email of the Chief's interview date, time, and location one to two weeks prior to the interview.

7. Service Credits: The Sacramento Fire Department recognizes the efforts of our community for the service they give. Candidates with qualifying military and fire-based community service & education pathway programs may receive credits added to the final score. The total combined credits received shall not exceed 20. The chart below details qualifying service, how credits accumulate, and the required verification.

Service Credit	Credits	VERIFICATION REQUIRED
Veteran's Credit	**10**	DD2-14
Sacramento Volunteer Fire Reserves or similar municipal fire agency in the past five years. Two (2) credits per year	Total Credits in this category not to exceed	Signed agency letterhead certifying dates for satisfactory time served and current standing in the organization.
Sacramento Firefighter Youth Academy (SFD/Solutions for Actively Rising Youth) One (1) credit per completed Youth Academy session	**10**	Certificate of Completion for each Academy session
Sacramento County High School Career Technical Education in Public Safety, Fire Services or Health Professions One-half (.5) credit per school year with a passing grade of C or better		High School Transcripts from local school districts in Sacramento County
The total verified credits not to exceed 20		
Candidates will turn in all credit verification directly to Sacramento Fire Department. The Department will provide full instructions with the Chief's Interview notification.		

8. Background Process & Medical Exam/Drug Test: If considered for appointment, candidates must complete and pass a background investigation**,** which includes but is not limited to, personal history, work history, reference checks, Live Scan/fingerprinting, and psychological test. Candidates must also pass a pre-employment medical exam, controlled substance, and alcohol test.

 QUESTIONS:
 If you have specific questions regarding the Fire Recruit position, hiring process, Sacramento Regional Fire Academy, etc.:

- Go to the Sacramento Fire Department website at https://www.cityofsacramento.org/fire
- Send an email to: SFDHire@sfd.cityofsacramento.org
  - Add "Fire Recruit" to the subject line

For questions concerning this job announcement and the application process:

- Visit the City of Sacramento Human Resources Department website at http://www.cityofsacramento.org/HR/Career-Opportunities.
- Send an email to employment@cityofsacramento.org
- Call the Human Resources Department at (916) 808-5726.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://portal.cityofsacramento.org/HR OR 915 I Street, Historic City Hall Sacramento, CA 95814-2604	EXAM #009017-22-FD FIRE RECRUIT (EMT OR PARAMEDIC) JW

Fire Recruit (EMT or Paramedic) Supplemental Questionnaire

* 1. **SUPPLEMENTAL QUESTIONNAIRE**: The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

   ❏ Yes

* 2. **FIREFIGHTER CANDIDATE TESTING CENTER STATEWIDE ELIGIBILITY LIST:** I understand the City of Sacramento Fire Department is hiring directly off the FCTC SEL. I must have active status on the FCTC SEL as of the final filing date of July 10, 2022, in order to be considered as a Fire Recruit (EMT or Paramedic). It is my responsibility to ensure my FCTC profile at www.fctconline.org is up to date with the following items/information; failure to do so may result in my application being disqualified. (Documents uploaded to this application, submitted separately from the FCTC profile, or submitted past the final filing date will not be considered or accepted). -Age- Must be 21 or older by the completion of Academy -High School Diploma or GED -Valid CA Class C Driver License -Valid CPAT Certificate, issued within the past twelve months from July 10, 2022 -Passing Score on FCTC Written test within the past twelve months from July 10, 2022 -Valid California or National Registry EMT Certificate; **OR** California or National Registry Paramedic License -(Firefighter I Certificate- optional)

   ❏ Yes

* 3. **FIRE RECRUIT (EMT or PARAMEDIC):** Please select which position you are applying for: Fire Recruit (EMT) or Fire Recruit (Paramedic); You may only select ONE:

   ❏ Fire Recruit (EMT)
   ❏ Fire Recruit (Paramedic)

* 4. **PARAMEDIC:** I understand that if I am applying for the Fire Recruit (Paramedic), I must currently possess a California or National Registry Paramedic License; and obtain a Sacramento County Paramedic Accreditation card from Sacramento County Emergency Medical Services Agency (SCEMSA) by the completion of the Sacramento Fire Training Academy.

   ❏ Yes

* 5. **EMT:** I understand that if I am applying for the Fire Recruit (EMT), I must currently possess a California or National Registry EMT Certificate; and obtain a Sacramento County

EMT Endorsement card from Sacramento County Emergency Medical Services Agency (SCEMSA) by the completion of the Sacramento Fire Training Academy.

❏ Yes

* 6. **AGE:** I confirm that I will be at least 21 years of age at completion of the Academy, scheduled for June 16, 2023.

❏ Yes

* 7. **ONLINE EXAM:** I understand that an online examination is required to be completed for consideration of employment with the City of Sacramento. Furthermore, I understand if I don't have access to a computer and need to take the exam in person, I must contact the Employment office, Monday – Friday 8:00am – 4:00pm PST, prior to the online examination inactivation date. A separate email containing a link to the examination will be sent to applicants who meet the minimum qualifications as stated in the job posting. Contact information: Phone: 916-808-5726 Email: employment@cityofsacramento.org

❏ Yes

* 8. I understand that candidates considered for appointment must pass a medical examination and a drug test.

❏ Yes

* 9. I understand that I must pass a thorough background investigation, including a criminal history check, fingerprinting, psychological test, credit check, and a drug use history, to be considered for this position.

❏ Yes

* 10. I understand that to work in this classification, I will be wearing respiratory protective equipment at times. When assigned to such work, I will have facial hair shaven when it interferes with the safe fitting of respiratory protective equipment.

❏ Yes

* 11. I understand that if appointed, I must reside within thirty-five (35) air miles from the freeway interchange at W-X Streets, 29th-30th Streets within one year following appointment to Firefighter.

❏ Yes

* 12. I understand that to receive service credits, I must provide the approved verification as outlined in the job announcement.

❏ Yes

* Required Question