



Informational Bulletin

Promotional Opportunities

Date: August 22, 2018

Number: 18.022

Effective Date: August 22, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

The department is seeking interested individuals, as described below, to fill three newly created Captain - Operations positions, six newly created Lieutenant – Operations positions, and one vacant Lieutenant – Training position. The requirements and job description are available in the ePortal.

The ePortal application process is the mechanism that the Human Resources department uses to track and process position vacancies. As noted below and in Operating Procedure 134, the ePortal system will be used for these vacancies. The minimum required fields on the ePortal application are indicated by a red asterisk and include:

- SSN
- Where did you hear about the position? (enter IB 18.022)
- Name, address, phone and email
- Felony convictions, traffic violations, eligibility to work in the US?
- List names of relatives that work for the County
- Indicate if you have a HS diploma or GED
- References (enter Mark Ciarrocca)
- E-Signature, signature date and agreement to terms

Only the minimum fields need to be filled in. The critical part of the ePortal application is attaching proof of eligibility requirements listed below.

Captain – Operations

These positions will be filled from the Captain's list that was established in General Order 18.059. Individuals on the Captain's list who are interested in being considered for the Captain - Operations position and meet eligibility requirements established in Operating Procedure 134 must complete the application process through the ePortal by the closing date posted, August 28, 2018. All required documentation to demonstrate eligibility must be entered in the ePortal application, specifically proof of:

- Fire Officer II completion
- EMT or higher certification
- Current CPR certification
- College level English (proof of bachelors or associates degree satisfies requirement)
- VDFP HTR Module I completion
- Firefighter MayDay Down completion
- One advanced rescue class completion
- Completion of NIMS 100, 200, 300, 400, 700, and 800.

Once the ePortal posting closes, the top five eligible individuals will be considered the eligible pool as defined in section VII, C. and D. of Operating Procedure 134.

Lieutenant – Operations

These positions will be filled from the Lieutenant's list that was established in General Order 18.060. Additionally, any current Lieutenant not assigned to operations may apply. Individuals on the Lieutenant's list or current lieutenants who are interested in being considered for the Lieutenant - Operations position and meet eligibility requirements established in Operating Procedure 134 must complete the application process through the ePortal by the closing date posted, August 28, 2018. All required documentation to demonstrate eligibility must be entered in the ePortal application, specifically proof of:

- Fire Officer I completion
- EMT or higher certification
- Current CPR certification
- College level English (proof of bachelors or associates degree satisfies requirement)
- VDFP HTR Module I completion
- Firefighter MayDay Down completion
- One advanced rescue class completion
- Completion of NIMS 100, 200, 700, and 800.

Once the ePortal posting closes, the top five eligible individuals will be considered the eligible pool as defined in section VII, C. and D. of Operating Procedure 134.

Lieutenant – Training

This position will be filled from the Lieutenant's list that was established in General Order 18.060. Additionally, any current Lieutenant may apply. Individuals on the Lieutenant's list or current lieutenants who are interested in being considered for the Lieutenant – Training position and meet eligibility requirements established in Operating Procedure 134 must complete the application process through the ePortal by the closing date posted, August 28, 2018. All required documentation to demonstrate eligibility must be entered in the ePortal application, specifically proof of:

- Fire Officer I completion
- EMT or higher certification
- Current CPR certification
- College level English (proof of bachelors or associates degree satisfies requirement)
- VDFP HTR Module I completion
- Firefighter MayDay Down completion
- One advanced rescue class completion
- Completion of NIMS 100, 200, 700, and 800.

Once the ePortal posting closes, the top five eligible individuals will be considered the eligible pool as defined in section VII, C. and D. of Operating Procedure 134.

Questions regarding this bulletin should be directed to Assistant Chief Ciarrocca.