



# Informational Bulletin

## Promotional Opportunities

Date: March 22, 2019

Number: 19.011

Effective Date: March 22, 2019

Expiration Date: N/A

Approved By: Mark S. Ciarrocca, Acting Fire Rescue Chief

The department is seeking interested individuals, as described below, to fill newly created Captain - Operations positions, newly created Lieutenant – Operations positions, and one anticipated vacant Battalion Chief position. The requirements and job descriptions are available in the ePortal. Please note the Captain positions are station Captain positions, not the EMS Captains approved in the FY20 budget.

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 19.011)
- 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 must complete the application process through the ePortal by the closing date posted, March 29, 2019. 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 must complete the application process through the ePortal by the closing date posted, March 29, 2019. 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.

### **Battalion Chief**

This position will be filled from the eligible candidates using an interactive interview process. Individuals who are interested in being considered for the Battalion Chief position and meet eligibility requirements established in Operating Procedure 134 must complete the application process through the ePortal by the closing date posted, March 29, 2019. 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
- Associates Degree or higher (or proof of commensurate education and experience)
- VDFP HTR Module I completion
- Firefighter MayDay Down completion
- One advanced rescue class completion
- Completion of NIMS 100, 200, 300, 400, 700, and 800.

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