



Informational Bulletin

Promotional Opportunity

Date: May 24, 2022

Number: 22.019

Effective Date: May 24, 2022

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief



The department is seeking interested individuals, as described below, to fill the Deputy Chief vacancy resulting from an existing retirement.

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 this vacancy. 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 22.019)
- 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 Michael Gillam)
- E-Signature, signature date and agreement to terms

Only the minimum fields need to be filled in.

Deputy Chief

This position will be filled from an eligible pool established through the ePortal application and review process. Individuals who meet eligibility requirements established in Operating Procedure 134 must complete the application process through the ePortal by the closing date posted, June 1, 2022. All required documentation to demonstrate eligibility must be entered in the ePortal application, specifically proof of:

- Bachelor's degree
- Fire Officer II completion
- EMT or higher certification
- Current CPR certification
- VDFP HTR Module I completion
- Firefighter MayDay Down completion
- One advanced rescue class completion
- Completion of NIMS 100, 200, 300, 400, 700, and 800
- Resume with cover letter.

Once the ePortal posting closes, candidates' professional portfolio will be reviewed. Those advancing through the next steps of process will participate in an interactive assessment involving but may not be limited to an interview format discussion.

Questions regarding this bulletin should be directed to Assistant Chief Michael Gillam.