



ALAMEDA COUNTY
Human Resource Services

Fire Fighter Recruit Recruitment #12-8137-01

Monday, May 20, 2013

DATE OPENED 8/1/2012 5:00:00 PM

FLILING DEADLINE 8/31/2012 5:00:00 PM

SALARY \$30.31/hour; \$59,112.00/annually

EMPLOYMENT TYPE Permanent Full-Time Employment

HR ANALYST Monique Hill

Introduction

THE ALAMEDA COUNTY FIRE DEPARTMENT (ACFD) provides all-risk emergency services to the unincorporated areas of Alameda County (excluding Fairview), the cities of San Leandro, Dublin, Newark, Union City and Emeryville, the Lawrence Berkeley National Laboratory and the Lawrence Livermore National Laboratory. With 30 fire stations and 35 companies serving a population of 394,000, the ACFD serves densely populated urban areas, waterways, industrialized centers, extensive urban interface, agricultural and wildland regions. Over 400 personnel and 100 Reserve Firefighters provide a wide variety of services to an ever expanding, dynamic and diverse community of roughly 508 square miles. These services include:

- Advanced Life Support Rescue
- Fire Suppression
- Hazardous Materials Response
- Urban Search & Rescue
- Water Rescue
- Community Outreach & Education
- Disaster Preparedness
- Fire Prevention and Code Compliance
- Regional Dispatch

The Alameda County Fire Department (ACFD) was formed on July 1, 1993 as a dependent special district with the Alameda County Board of Supervisors as its governing body. This consolidation brought together into a single jurisdiction the Castro Valley Fire Department, Eden Fire Department and County Fire Patrol (each a dependent special district under the Board of Supervisors).

Prior to 1993 Unincorporated Fire Protection:

- Castro Valley FPD
- Eden Consolidated FPD
- County Fire Patrol
- July 1, 1993 Alameda County Fire Department

Subsequently, the following communities have consolidated with the ACFD:

- July 1, 1995 City of San Leandro
- July 1, 1997 City of Dublin
- August 1, 2002 Lawrence Berkeley National Laboratory
- October 1, 2007 Lawrence Livermore National Laboratory
- January 20, 2008 Alameda County Regional Emergency Communications Center (ACRECC)
- May 1, 2010 City of Newark
- July 1, 2010 City of Union City
- July 1, 2012 City of Emeryville

The ACFD is also responsible for the administration and operation of the Alameda County Regional Emergency Communications Center (ACRECC). The dispatch center provides dispatch and communication center services for the ACFD, the Alameda County Emergency Medical Services Agency, Camp Parks RFTA, and the cities of Alameda, Fremont, Livermore and Pleasanton.

ALAMEDA COUNTY FIRE DEPARTMENT'S MISSION:

We will provide the highest level of service to our communities by valuing our members, promoting positive leadership, and dedicating ourselves to excellence.

For more information about the Alameda County Fire Department, please visit our website: www.acgov.org/fire.

Alameda County is an Equal Opportunity Employer!

CLICK HERE to view a copy of the ALAMEDA COUNTY FIRE FIGHER RECRUIT BROCHURE

**The final application filing deadline (Last Day for Filing) for this recruitment is:
Friday, August 31, 2012, 5:00 p.m. PST.**

ON-LINE APPLICATIONS ONLY - www.jobaps.com\ALAMEDA

REQUIRED DOCUMENTS MUST BE IN THE POSSESSION OF THE ALAMEDA COUNTY HUMAN RESOURCE SERVICES DEPARTMENT BY THE LAST DAY FOR FILING.

DESCRIPTION

Alameda County Fire Department's Firefighter Recruit is the entry-level fire suppression, prevention and emergency response position for Alameda County. This classification exists solely for those who are completing their initial Fire Department Training in the Alameda County Fire Department Training Academy.

DISTINGUISHING FEATURES

The Firefighter Recruit classification is characterized by assignment to the Recruit Fire Academy and subsequent training assignments prior to appointment to a line position. Under close supervision during this Academy, the Recruit must gain understanding of lifesaving and firefighting methods through intensive academic instruction and specialized training. This class is distinguished from the classification of Firefighter in that incumbents are in training to effectively function in the position of Firefighter upon promotion. Upon successful completion of the training requirements, it is expected that incumbents promote to the class of Firefighter.

EXAMPLES OF DUTIES

EXAMPLE OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Attends the assigned Alameda County Fire Recruit Training Program by participating in classroom training and manipulative exercises and drills;
2. Undergoes classroom training and manipulative exercises and drills to develop an awareness of the functions and responsibilities of Firefighter and how they relate to fire fighting operations;
3. Studies and completes homework assignments;
4. Takes periodic quizzes and examinations;
5. Completes other training as assigned by the Fire Department prior to being promoted to a line Firefighter, such as maintaining the fire station and equipment and participating in drills and training classes to assure proper state of emergency readiness.

MINIMUM QUALIFICATIONS

MINIMUM REQUIREMENTS

EDUCATION:

Graduation from high school or possession of an acceptable equivalency certificate, such as the General Educational Development Certificate (State of California)

Successful completion of a California State Fire Marshal approved Firefighter I course by date application.

AND AT LEAST ONE OF THE FOLLOWING WORK EXPERIENCE:

- Must be a paid Firefighter/EMT or Firefighter/Paramedic in a Fire Department. (Seasonal employment is eligible) or be on the California Fire Fighter Joint Apprenticeship Committee Displaced Fire Fighter List (Cal Gov Code §53270)

or

- A current member of the Alameda County Fire Department Reserve program.

or

- A current member of a Reserve Program that is supported by a professional City or County Fire Department or Fire District.

or

- Must be a nationally registered Paramedic or a licensed Paramedic in the State of California.

AND LICENSE:

1. Possession of a valid California State Motor Vehicle Operator's License;
2. Possession of a Candidate Physical Ability Test (CPAT) certificate issued *within the last twelve months from the last day of filing (Qualifying CPATs were issued between 09-01-2011 and 08/31/2012)*; and
3. Possession of a current and valid California Emergency Medical Technician-1 (EMT-1) certificate or Certified by the National Registry of Emergency Medical Technicians, Emergency Medical Technician – Basic or a California Emergency Medical Technician-P (EMT-P) license or a National Registry EMT-P.

SPECIAL REQUIREMENT:

1. Having visual acuity correctable to 20/30 either eye. Must be able to pass physical ability, medical and psychological examinations.
2. Being able to successfully pass a thorough background investigation.
3. Must be eligible to obtain a Department of Energy security clearance.

AGE:

Minimum 18 years of age.

REQUIRED DOCUMENTS:

IN ADDITION TO COMPLETING AN ON-LINE APPLICATION, APPLICANTS **MUST ALSO SUBMIT** A COPY OF EACH OF THE FOLLOWING DOCUMENTS **TO QUALIFY** FOR PARTICIPATION IN THE EXAMINATION:

- HIGH SCHOOL DIPLOMA or GED CERTIFICATION (OR in place of HSD, High school transcript, college diploma or transcripts - please only send one form of verification)
- CPAT (issued within 12 months from the last day for filing (09/01/2011 through 08/31/2012 - see CFFJAC Web site for CPAT testing information: <http://www.cffjac.org/go/jac/cpat>)
- DRIVER'S LICENSE
- EMT Card (s) (Current and Valid)
- NATIONALLY REGISTERED PARAMEDIC License or CA PARAMEDIC License (Current and Valid)
- STATE FIRE MARSHALL APPROVED FIREFIGHTER I (or higher) COURSE COMPLETION CERTIFICATE

ADDITIONAL DOCUMENTS:

Please submit the following additional documents. These documents, if not submitted by the last day for filing, will not disqualify your application, but may be required by the date of interview and/or prior to appointment.

- Valid CPR Certification
- Valid Advanced Cardiac Life Support (ACLS)
- Valid Basic Trauma Life Support (BTLS) or Pre-hospital Trauma Life Support (PHTLS)
- Valid Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Personnel (PEPP)

OPTIONS FOR DOCUMENT SUBMISSION:

1. Scanned and attached to the on-line application (fitting all cards on one page is acceptable / please ensure that the scan is clear, readable, and opens before attaching); *or*
2. Delivered in person or by U.S. Mail to ALCO HRS, 1405 Lakeside Drive, Oakland California 94612. Lobby hours

are 8:00 a.m. to 5:00 p.m. (must be in the possession of HRS by the LDF 08/31/2012 -attention Monique Hill); **or**

3. E-mailed to monique.hill@acgov.org. (Subject Line: FIRE FIGHTER RECRUIT & Your First and Last Name). Please attach reasonably sized documents.

- PLEASE NOTE -

DO NOT FAX DOCUMENTS - FAXED DOCUMENTS WILL NOT BE ACCEPTED.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

IDEAL CANDIDATE:

The "Ideal Firefighter Recruit Candidate" will demonstrate the ability to:

- Comprehend, remember, interpret and apply written materials which may be of a complex and technical nature.
- Follow oral and written instructions.
- Communicate clearly both orally and in writing.
- Work and deal effectively and cooperatively with the public and to work as a member of an organized team.
- Use good judgment in emergency or critical situations.
- Remain calm and work effectively in stressful situations.
- Adapt to changes in work assignments and duties.
- Perform physical tasks that require coordination, strength, dexterity and stamina.
- Work at various heights, confined areas and low visibility conditions.
- Climb ladders and fences.
- Learn the use of specialized tools and equipment

EXAMINATION COMPONENTS

EXAMINATION PROCESS:

This process will consist of the following steps:

1. A review of candidates' application and documents to verify possession of minimum requirements. Those candidates determined to be qualified will move to the next step in the examination process, a WRITTEN TEST;
2. The written test is weighted as Pass/Fail. Passing candidates will move forward to the next step in the examination process; an ORAL PANEL INTERVIEW;
3. The Oral Panel Interview will be weighted at 100% of the candidates final examination score.

****WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED SCREENING PROCESS STEPS***

Selection Plan

TENTATIVE RECRUITMENT PLAN:

- **Recruitment Closes (LDF) - 08/31/2012, 5:00 p.m.
- **Screening of Applications for Minimum Qualifications - 09/17/2012
- **Written Exam - Week of 10/01/2012
- **Oral Interviews - Week of 11/05/1212
- **Chiefs Interviews - Week of 12/10/2012
- **Effective Date of Eligible List - 01/01/2013
- **Firefighter Recruit Academy - To Be Announced
- **Firefighter Recruit Academy Graduation - To Be Announced

*****WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN.***

**THE INFORMATION PROVIDED ABOVE IS TENTATIVE AND SUBJECT TO CHANGE.
 RETURN TO THIS JOB ANNOUNCEMENT TO VIEW UPDATES TO THIS RECRUITMENT PLAN.

BENEFITS

*** For Fire Department benefit information, please:

CLICK HERE to view a copy of the ALAMEDA COUNTY FIRE FIGHTER RECRUIT BROCHURE.

ADDITIONAL INFORMATION

- REASONABLE ACCOMMODATION

The Human Resource Services Department will make reasonable efforts in the examination process to accommodate qualified individuals with mental and physical disabilities, and/or medical conditions in accordance/compliance with the State Fair Employment Housing Act (FEHA), Federal Americans with Disability Act (ADA) of 1990, and Alameda County Resolution No. R-83-773. To request reasonable accommodation, you must notify the Human Resource Representative (Monique Hill (510) 208-4841 or by e-mail to monique.hill@acgov.org as soon as possible and before the last day to file, August 31, 2012, in order to make the necessary arrangements during each step of the examination process. (510) 272-3703 (TDD)

- DISASTER SERVICE WORKER

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

- BACKGROUND INVESTIGATION

An applicant's previous employment may be investigated. Results of this investigation may be cause for disqualification. Also, all convictions will be reviewed and may result in a request for additional information or termination of employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration, based on job-relatedness.

- MEDICAL EXAMINATION

All prospective county employees must pass a medical examination before beginning employment. For positions which require a commercial driver's license and the performance of functions defined as "safety sensitive," Federal law and County policy requires that the examination include a drug screening process. Offers of employment are conditional upon successful completion of this examination.

- EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

Alameda County is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex national origin, age, disability, sexual orientation, or any other non-job-related factor

Conclusion

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add **@acgov.org** and **alamedacountyHR@acgov.org** as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the "My applications" button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box **alamedacountyHR@acgov.org** are routed to an unmonitored mailbox. If you have questions please go to our website at **www.acgov.org/hrs**. You may also contact the Human Resources Analyst listed on the bulletin for the recruitment for which you have applied.

Minorities and Women are encouraged to apply.

Alameda County is an Equal Opportunity Employer!

For additional information, please contact:

Monique Hill | Human Resources Analyst II
Human Resource Services Division, Alameda County
1405 Lakeside Drive | Oakland, California 94612
Office 510-208-4841 | Facsimile 510-272-6424
monique.hill@acgov.org | www.acgov.org