



# Competitive Hiring/Promotional Procedures

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## Purpose:

The purpose of this procedure is to provide the department's employees with a clear understanding of the process used for competitive new hire and promotional testing and hiring processes. This policy covers external hiring and internal promotional process eligibility requirements for the following tested positions: Firefighter/EMT (Basic & Intermediate); Firefighter/Paramedic; Captain; and Battalion Chief.

## I. Job Vacancies

All job vacancies are required to be posted by job announcement, either by In-house Posting or General Posting (external & internal postings), unless the Fire Chief wishes to fill the vacant position by moving, transferring, or promoting a qualified employee from an applicant pool.

## II. Announcement of Testing:

The Fire Chief will make every reasonable effort to announce and implement testing procedures according to a timetable that will result in certification of a new eligibility list upon expiration of the previous list.

1. The vacancy announcement will be posted annually on the second week in January. The announcement will be posted for a minimum of 30 days before the testing shall commence. The announcement will include the following:
  - a. Application Closing Date/Time
  - b. Date, location, and time of the examination.
  - c. Eligibility requirements to compete in the selection process.
  - d. The promotion components, maximum points possible per component, and any other relevant information regarding the components or the process.
  - e. Source materials used in the construction of the test(s).
  - f. Cut-off Score.
  - g. Medical health and fitness requirements.
  - h. Other information as necessary.

*\*Captain and Battalion Chief promotional process will be conducted on an as needed basis.*

## III. Application:

Eligible current JH Fire/EMS Volunteers and employees, as well as external candidates, must complete and submit an online application form during the 30-day posting and before the closing date/time to the Human Resources Department for all announced positions.

The Fire Chief, a Battalion Chief, a Shift Captain, and an HR representative shall review the submitted applications and the applicant's personnel record, comparing the information with the minimum requirement of the position applied for.

Candidates who arrive late for any selection component or fail to submit a Teton County Application or component documents by the announced deadline shall be immediately disqualified unless a verifiable emergency situation occurs.



# Competitive Hiring/Promotional Procedures

## IV. Eligibility Lists:

Upon completion of the testing components, the candidates will be ranked in the order of their standing and their names placed on a hiring list. The effective period of the eligibility list shall be a period of one (1) year from the effective date of the hiring list.

The Fire Chief may select any of the three (3) standing highest on the hiring list for selection to the rank for which the candidate has competed. The Fire Chief will consider attitude, work ethic, residency, seniority in the department (date of hire), seniority in rank (date promoted), and highest written test score.

## V. Posting and Notification of Examination Results:

The final results of the competitive hiring process will be provided to the Fire Chief and Human Resources for their records. An email will be sent to each candidate providing them a copy of their final ranking and individual component scores. Results will be provided within 14 days of the completion of the examination/testing process.

All final ranking results (by position) will be good for 12 months from the day the written examination was administered. Example, if the written examination was taken on May 5, 2019, the eligibility pool list will be good until midnight of May 4<sup>th</sup>, 2020, unless this list is exhausted.

At the expiration of the effective period of the hiring list, all right of priority under the list shall terminate twelve (12) months after the list is established or when no candidates remain in the pool. Any candidates in the pool at the time of expiration must successfully participate in subsequent hiring/promotional testing processes to be re-entered into the hiring pool or placed on a hiring list.

## VI. Examination/Testing process

The hiring/promotional process for each rank is comprised of different selection components/exams. Testing is scheduled for two consecutive days and will be scheduled during the first week of May each year.

### 1. Composite Score:

Candidates will be ranked by composite score. The composite score is the sum of the points obtained by an individual in each examination component. Maximum composite score is 100 points.

#### Firefighter/EMT/Paramedic Scores

Application (Exp.& Education)	10%
Written Test	15%
Incident Management	15%
Fire scenario	15%
Medical scenario	15%
Oral Board Interview score	30%
Fitness test	Pass / Fail



# Competitive Hiring/Promotional Procedures

## Captain Scores

Application (Exp.& Education)	10%
Written Test	15%
Incident Command	15%
In-Basket	15%
Medical scenario	15%
Oral Board Interview score	30%

## Battalion Chief Scores

Application (Exp.& Education)	10%
Written Test	15%
Incident Command	15%
In-Basket	20%
Oral Board Interview score	40%

### **2. Written Examination (1 hour):**

Created by the Battalion Chief, Division of Training, and includes questions from the latest editions of the Essential Firefighting text; Department SOPs; and any other documents deemed appropriate at the time of the assessment center.

### **3. Assessment Center consisting of:**

- i. Incident management scenario
- ii. Firefighting scenario
- iii. Medical skills scenario

### **4. Educational and Experience Points:**

An applicant comparison form will be used to score applications based on required experience and educational components and may include additional preferred criteria.

### **5. Oral Board Interview Points:**

A panel of no more than five (5) individuals representing diverse experience will participate in conducting a structured interview process. Each evaluator will score the candidates individually based on identified competencies associated with the position. A compilation of evaluator scores will be used to rank each candidate.

### **6. Physical Fitness Test (4 hours):**

This is a pass or fail component of the testing process.

## **VII. Evaluators & Final Evaluations:**

Evaluators for any aspect of an assessment center shall be selected based upon their rank and experience. The department reserves the right to select evaluators who are outside the fire service when appropriate for the session being evaluated. The Assessment Center evaluators shall prepare written evaluations of all applicants, which shall be forwarded to the Battalion Chief and Shift Captain for review. The Battalion Chief and Shift Captain will then determine the candidate ranking or score and make a recommendation to the Fire Chief for further consideration.



## Competitive Hiring/Promotional Procedures

### VIII. Interview with Fire Chief:

Once the list of candidates has been forwarded to the Fire Chief, the Fire Chief will interview the candidates and place the candidates he/she approves into the selection pool.

**Hiring/Promotion Schedule – Just for reference only. Dates will be adjusted to fit within the proposed week.**

January 15	Advertisement – Notice of hiring process goes out.
February 15	All applications and resumes are due
February 20	Applications and resumes are scored and top candidates identified
March 1	All Candidates are notified by phone/email if they have or have not scored well enough to be invited to the testing process in May
May 1,2	Two-day testing process
May 15	All candidates will be notified by mail what their scores are from the testing process