

City of Moline Career Opportunity

Firefighter/Paramedic

Deadline: 4/24/2017 at 5 p.m.

Position Title: Firefighter/Paramedic

Department: Fire

Starting Pay: \$14.99 Hourly/\$41,306.65 Annually

Hours of Work: 24 hours on/48 hours off

Position Information

The City of Moline is recruiting for the position of Firefighter/Paramedic. The attached information will help you become better acquainted with the recruitment process.

Attached documents:

- 2017 testing schedule
- General requirements and testing procedures
- Summary of Rights Under the Fair Credit Reporting Act

The starting salary is \$41,306.65. After successful completion of a 1 year probationary period, the salary increases by approximately \$10,000 and an additional \$1,482 is given for paramedic license pay. Employees are also eligible for an annual general wage increase (GWI) and an annual 2.25% wage increase with satisfactory performance reviews.

To apply, candidates must be certified as an EMT-Basic or be a registered nurse less than 2 years from obtaining a pre-hospital RN license.

Candidates must have a valid CPAT (Candidate Physical Ability Test) card issued within one year prior to the date of the written examination.

Required Training and Experience

High school diploma or GED equivalent, valid Illinois driver's license or equivalent, ability to obtain and maintain State of Illinois Firefighter II certification and State of Illinois EMT-P certification.

Residency Requirements

The current Residency Policy states employees shall live within a 20-mile radius from the City's Emergency Center, located at 1630 8th Avenue in Moline, within 2 years of hire.



Benefits

Health, Dental & Vision
Insurance
Pension
Paid Time Off
Deferred Compensation
Flexible Spending Plan
Life Insurance

Apply online at
www.moline.il.us

For questions, please call
(309) 524-2069
8:00 am – 5:00 pm
Monday – Friday

EQUAL OPPORTUNITY EMPLOYER
The City of Moline does not discriminate
against any class of protected individuals.

TESTING SCHEDULE FOR CITY OF MOLINE FIREFIGHTER/PARAMEDIC

FIREFIGHTER/PARAMEDIC APPLICATION DEADLINE

Monday, April 24, 2017, 5:00 PM

- The City of Moline only accepts online applications.
- Study guides for the written exam are available for pick up at City Hall, 619 16th Street, Moline, upon completion of the application. If you selected in your application to have a study guide mailed to your home address, it will be mailed following the application deadline. Study guides should be returned at the written examination.

FIREFIGHTER/PARAMEDIC APPLICATION REQUIREMENTS

To apply, you must be certified as an EMT-Basic or be a registered nurse who is less than two (2) years from obtaining a pre-hospital RN license. You will need to attach a copy of your current certificate or license to the application.

FIREFIGHTER/PARAMEDIC CANDIDATE PHYSICAL ABILITY TEST

Candidates must have a valid CPAT (Candidate Physical Ability Test) card issued within one year prior to the date of the written examination. The CPAT card can be obtained from accredited agencies nationwide. Facilities in Illinois include: NIPSTA, CIFCA and SUFD.

FIREFIGHTER/PARAMEDIC LADDER CLIMB & WRITTEN EXAMINATION

Applicants must present a valid CPAT card issued within one year of April 29, 2017, in order to participate in the written exam. The on-site ladder climb is only required if a candidate did not previously take the test when the CPAT was administered at a certified CPAT testing facility.

Saturday, April 29, 2017

Moline Police Department
Community Room
1640 6th Avenue
Moline, IL 61265

- 8:30 AM:** Ladder climb (*Those who already have proof of successful completion of the ladder climb exercise at another certified CPAT testing facility do NOT need to attend this portion.*) The ladder climb will be in the parking lot in front of the City of Moline Central Fire Station (south of the Moline Police Department).
- 9:30 AM:** Written examination

- INSTRUCTIONS:**
1. Report ahead of time. **Late applicants will not be allowed to participate.**
 2. Parking is available in the main level of the parking garage across the street and in the Y-Lot at 6th Avenue and 16th Street.
 3. Bring a valid driver's license.
 4. Bring a valid CPAT card and proof of completion of ladder climb exercise, if applicable, issued within one year of April 29, 2017.
 5. Ladder climb: Wear long pants, t-shirt or sweatshirt and footwear without an exposed heel or toe. No shorts, sandals or loose or restrictive jewelry.
 6. Bring two sharpened #2 pencils.
 7. Bring study guide.

FIREFIGHTER/PARAMEDIC ORAL INTERVIEWS

Those applicants with a score that is at or above 70% on the written exam will be eligible for an oral interview.

Interviews are tentatively scheduled for June 2017. These dates are subject to change.

All applicants are required to meet the deadlines, tests and events outlined in the recruitment process of the Rules and Regulations of the Board of Fire & Police Commissioners. Failure to complete any portion of the process will result in disqualification; therefore, there will be no variations in the schedule.

****THERE WILL BE NO FUTHER NOTICE OF THESE TESTING DATES AND NO MAKE UP DATES.****

GENERAL REQUIREMENTS AND TESTING PROCEDURES FOR CITY OF MOLINE FIREFIGHTER/PARAMEDIC

The City of Moline conducts examinations every other year to establish a Firefighter/Paramedic eligibility register. Applications, which are available in the Employment section of the City of Moline website during a given time period, must be completed and submitted by the required deadline to be eligible to test.

All applicants must be:

- citizens of the United States.
- at least 20 years of age. Candidates will not be appointed until reaching 21 years of age.
- under 35 years of age with the following exceptions:
 - If a person is placed on an eligibility list and becomes over-age before being appointed, the person remains eligible for appointment until the list is abolished.
 - If a person was previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district.
 - If a person has served a municipality as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years immediately preceding the time that the municipality begins to use full-time firefighters to provide all or part of its fire protection service.
 - If a person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.
- have 20/20 correctable vision.
- a certified EMT-Basic or a registered nurse less than two (2) years from obtaining a pre-hospital RN license.
- have a current and valid Candidate Physical Ability Test (CPAT) card by the time of the written exam.
- have obtained an Illinois EMT-P certification or be a pre-hospital RN prior to an offer of employment.

Candidates will be required to successfully complete events as required by the Rules and Regulations of the Board of Fire and Police Commissioners such as a physical ability test, written examination, oral interview and background/reference check, in order to be placed on the eligibility list for the position of Firefighter/Paramedic. A copy of said Rules and Regulations may be obtained at City Hall, 619 16th Street, in the Human Resources Office for review. Psychological and medical evaluations and a drug screen are given at the time of appointment. All Firefighter/Paramedics must live within a 20 mile radius of 1630 8th Avenue, Moline, Illinois within the prescribed time frame.

PHYSICAL ABILITY TEST

All applicants shall provide proof of the successful completion of the Candidate Physical Ability Test (CPAT) and ladder climb exercise by a licensed facility. For purposes of this Article VI, the Physical Ability Test shall be comprised of both the CPAT and ladder climb exercise.

Applicants must provide proof of successful completion of the CPAT by licensed facility issued within one (1) year prior to the date of the written examination.

Additionally, all applicants shall provide proof of the successful completion of the ladder climb exercise, in accordance with Illinois state statute, within one (1) year prior to the date of the written examination. Applicants not having completed the ladder climb exercise prior to the date of the written examination will be allowed to complete the ladder climb exercise on the date of the written examination. Applicants shall be graded on the basis of pass-fail.

Both the CPAT and ladder climb exercise must be successfully completed before applicants will be allowed to take the written examination. Applicants who are unable to provide proof of both the CPAT and ladder climb exercise on the date of the written examination will not be permitted to continue in the testing process.

WRITTEN EXAMINATION

Study guides for the written exam are available for pick up at City Hall, 619 16th Street, Moline, upon completion of the application. If you selected in your application to have a study guide mailed to your home address, it will be mailed following the application deadline. When taking the examination, applicants **must** present a valid driver's license for identification purposes, a valid CPAT card issued within one year of the date of the written exam and should return the study guide at this time. **Applicants not receiving a score that is at or above 70% on the written exam shall have failed and will not proceed to the oral interviews.**

ORAL INTERVIEW

Applicants having successfully completed the physical ability test and written exam shall be scheduled for an oral interview with the Board of Fire and Police Commissioners. The Board of Fire and Police Commissioners is a three-member citizen board appointed by the Mayor with the consent of the City Council. This Board is responsible for the examinations for appointment in the Fire and Police Departments.

PREFERENCE POINTS

After the completion of the physical ability test, written exam and oral interviews, applicants will have the opportunity to claim preference points in the following categories:

- *Veteran preference* – 5 points for applicants engaged in military service for the United States for at least 1 year of active duty and who were honorably discharged. DD214 long form required as proof.
- *Educational preference* – 1 point for an associate's degree in fire service or emergency medical services or 2 points for a bachelor's degree. No candidate shall receive more than 2 points for educational preference.
- *Paramedic preference* – 1 point for applicants who are certified as an Emergency Medical Technician-Paramedic (EMT-P)
- *Experience preference* – Applicants employed by the City of Moline, Illinois, who have been paid-on-call or part-time certified Firefighter II, State of Illinois or nationally licensed EMT-B or EMT-I, or any combination of those capacities shall be awarded 0.5 points for each year of successful service in one or more of those capacities, up to a maximum of 1 point. Applicants employed by the City of Moline, Illinois, who have been certified Firefighter III and State of Illinois or nationally licensed paramedics shall be awarded 1 point per year up to a maximum of 2 points. Applicants from outside the City of Moline, Illinois, who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least 2 years shall be awarded 5 experience preference points.

Upon the furnishing of verifiable evidence and proof of qualifying preference credit, preference points will be added to each candidate's final grade after the physical ability test, written examination and oral interview. Candidates who are eligible for preference credit shall make a claim, in writing, to the Human Resources Office within 10 days after the posting of the initial eligibility list, or the claim shall be deemed waived.

ELIGIBILITY REGISTERS

The Commissioners will approve three (3) eligibility registers as outlined below:

1. *Preliminary eligibility register.* An applicant shall be placed on this list based on the successful completion of the physical ability test and the applicant's score on the written examination.
2. *Initial eligibility register.* An applicant shall be placed on this list based on the successful completion of the physical ability test, the applicant's score on the written examination and the applicant's results on the oral interview.
3. *Final eligibility register.* Applicants shall be ranked on the final eligibility register in the order of their relative excellence based on the highest to the lowest total points scored on the written examination, oral interview and preference points.

At the time a vacancy occurs, a background investigation and reference check are completed. The Fire Chief recommends the highest ranked candidate from the final eligibility register, provided said candidate meets all requirements. If the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Board believes an alternate candidate would better serve the needs of the department, then the Board has the right to pass over the highest ranked person and appoint either: (i) any person who has a ranking in the top 5% of the final eligibility register or (ii) any person who is among the top 5 highest ranked persons on the final eligibility register if the number of people who have a ranking in the top 5% of the final eligibility register is less than 5 people. The selected candidate is made a conditional offer of employment and must pass a medical evaluation with a drug screen and a bonafide, valid, job related psychological evaluation prior to appointment. If more than one (1) year has elapsed from the time of the physical ability test, the selected candidate must again pass such test again.

BACKGROUND INVESTIGATION

A background investigation is conducted by the Fire Department and consists of reference checks, including past employers and personal references, a credit history check and a criminal history record check. The Human Resources Office will verify that the application material provided by each applicant is accurate.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357