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EMPLOYEE RELATIONS INFORMATION BULLETIN #09-02

To: All Department Directors,
Division Heads & Employees

Date: February 5, 2009

Subject: Firefighter (5305)

From: Joni J. Harris
Employee Relations Manager
Department of Employee Relations

Please note that recruitment for Firefighter (5305) is being re-opened and extended from 8:00 a.m. to 5:00 p.m., February 9 through February 13, and February 17 through February 20. February 16, 2009 is a legal holiday and administrative offices will be closed.

This register announcement is an addendum to the original register announcement posted on 2/2/09. Applications received during either of these postings (dated – 2/2/09 or 2/9/09) will be considered as one original recruitment, with all applications being given the same consideration.

Please note that examination dates reflected on the original register announcement published on 2/2/09 will be changed. Eligible applicants will receive written notification of their scheduled exam dates and times.

The age requirement has been changed to reflect: “Applicants must be at least eighteen (18) years of age **by May 1, 2009.**”

The verbiage in the 2/9/09 job announcement as it concerns points awarded to selection preference will supersede the language published on 2/2/09 job announcement.

Finally, no limit will be placed on the number of completed applications accepted during the dates and times reflected above.

Please post this bulletin, a copy of the attached Press Release, and the revised register announcement.

JJH/rr



Mayor Manuel A. Díaz

*Chairman Joe Sánchez
Commissioner Angel González
Commissioner Marc Sarnoff*

*Vice-Chair Michelle Spence-Jones
Commissioner Tomás Regalado
City Manager Pete Hernández*

Press Release

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Office of Communications
Kelly Penton, Director
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***For Immediate Release
February 5, 2009***

City of Miami Extends Firefighter Recruitment Deadline

(Miami, FL.)-- Earlier this week, the City of Miami posted openings for positions related to a recruitment effort for the City's Fire Rescue Department. While the City is cognizant of the challenging state of our economy, the overwhelming response to the posted positions led to a disruption in the orderly placement of applicants in the overflow area. This left many potential applicants concerned that they may have been denied a fair opportunity to submit an application.

In light of the unfortunate events related to the City of Miami's Firefighter recruitment process and after a careful review of the overall process, the City Manager has determined the best course of action to ensure that all prospective applicants are given a fair opportunity is the following:

1. The 750 applications submitted will remain in the process and those individuals need not reapply.
2. The Department of Employee Relations will accept additional applications, with no limit, from 8:00 a.m. to 5:00 p.m., February 9 through February 13, and February 17 through February 20. February 16 is a holiday and the offices will be closed. All those who successfully applied by the last day will be permitted to compete in the Firefighter examination, and if successful be placed on the hiring register.
3. Only one application will be accepted per person. A candidate may send someone as a representative on his or her behalf to turn in the application.

The City sincerely apologizes for any inconvenience caused as a result of this recruitment effort. The goal of this extension is to most fairly address the issues and concerns that were raised.

Applications and information about the job requirements for City of Miami Firefighter can be found on the City's employment web site at:

http://www.miamigov.com/employeerel/pages/FRecruitment/F_Prospective_Applicants.asp

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RESTRICTED TO MIAMI-DADE COUNTY RESIDENTS AND CITY EMPLOYEES
FIREFIGHTER

Starting Salary: \$46,923 annually*

(*Per Article 18.2 of the IAFF labor agreement: *Employees hired shall start at Step 1 and then shall then follow the appropriate salary schedule.* Per Article 18.12 of the IAFF labor agreement: *Effective October 1, 2006, bargaining unit members shall have their base salary increased if certified ... by the new percentages listed – State Certified EMT (Non-Paramedics) - 5%; State Certified Paramedic - 14%.*)

Maximum Salary: \$84,769 annually

Closing Date: Friday, February 20, 2009

Only completed applications will be accepted.

Exam Dates & Location: TBD

Candidates will be notified by mail of the date, place and time of the exam.

REQUIREMENTS:

- 1. County Residence:** Applicants (*with the exception of current City employees*) must reside within the corporate limits of Miami-Dade County at time of application and until such time as employed by the City of Miami.
- 2. Age:** Applicants must be at least eighteen (18) years of age **by May 1, 2009.**
- 3. Education:** Standard High school diploma from a school accredited by an agency that is recognized by the U.S. Department of Education; or State issued GED. *College degrees are also accepted.*
- 4. Driver License:** A valid driver's license from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however, a State of Florida Driver's License (Class E or higher) is required at time of appointment and must be maintained valid throughout employment.
- 5. Tobacco Usage:** **Per F.S.S. 633.34(6), applicants must be nonusers of tobacco or tobacco products for at least one (1) year immediately preceding application for certification as a Firefighter, as evidenced by sworn affidavit.** (Download form or pick up from the City Employment Office)
- 6. Character:** A thorough background investigation will be conducted on applicants given employment consideration. The background investigation shall include: **1)** a criminal records check; **2)** a driving records check; **3)** verification of Miami-Dade County residency, or status as a City of Miami employee and **4)** a check to discern whether applicants possess "good moral character" as determined under procedures established by the Division of the State Fire Marshall, Florida Department of Insurance.
- 7. Medical & Toxicology:** **THE MEDICAL EXAMINATION WILL BE CONDUCTED PURSUANT TO CURRENT NFPA 1582 GUIDELINES. CANDIDATES SELECTED FOR HIRE WILL REQUIRE A POST-OFFER MEDICAL EXAMINATION. A DRUG SCREEN IS ALSO REQUIRED, AT THE CANDIDATE'S OWN EXPENSE, WHICH IS \$30.00, THOUGH SUBJECT TO CHANGE. IF THE RESULTS ARE NEGATIVE, THE CITY WILL REIMBURSE THE CANDIDATE FOR COST OF THE SCREEN. IF THE RESULTS ARE POSITIVE, THE CANDIDATE WILL ASSUME THE COST INCLUDING THAT OF ANY TEST CONFIRMATION.**
- 8. Examinations:** Candidates given employment consideration will be required to pass both the written examination and the Physical Ability Test (PAT) administered by the City of Miami.

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DOCUMENTATION: LISTED BELOW ARE THE ACCEPTABLE FORMS OF PROOF, **DUE AT TIME OF APPLICATION:**

1. **COUNTY RESIDENCY:** Any **TWO** of the following: Driver license, valid State of Florida Vehicle Registration, property tax statement, properly executed lease agreement, homestead exemption or bank account, credit card statement or utility bill dated within 60 days of application date.
2. **AGE:** Birth certificate, valid driver's license, valid passport, permanent school record or Form DD-214.
3. **EDUCATION:** Standard High school diploma or college degree from a school accredited by an agency that is recognized by the U.S. Department of Education, State issued GED, permanent school record, transcript or transcript evaluation of foreign credentials.
4. **DRIVER LICENSE:** A valid driver's license from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however, a State of Florida Driver's License (Class E or higher) is required at time of appointment and must be maintained valid throughout employment.
5. **NON-SMOKER'S AFFIDAVIT:** Form provided at the City of Miami Employment Office must be submitted with application. Applicant must have form notarized prior to submitting application form.
6. **CERTIFICATIONS:** Though not required to qualify, State of Florida EMT, Paramedic or Firefighter certifications must be current through **May 1, 2009** and submitted with application form in order to be awarded additional points on the written examination.

WRITTEN EXAM: The Firefighter written examination consists of two parts and is designed to simulate the learning tasks required of candidates at the City of Miami Department of Fire-Rescue Training Center. The examination will measure the ability to read and understand written material and to understand verbal communication from others.

PRE-TEST TRAINING: Upon submitting a completed application, please request the three **(3)** study guides available entitled (1) "Reference Booklet for Lecture and Demonstration", (2) "Reference Manual for Written Comprehension" and (3) "Firefighter Physical Ability Test Training Manual" to assist you in preparing for the upcoming examination. Only one of each of the study guides will be issued per applicant. Videos that provide examples of the lecture and demonstration and physical ability test will be available for viewing. **Please see Employment Office staff, at time of application, for scheduling information. Study Skills Guide may be downloaded from the website.**

SELECTION PREFERENCE: Applicants who submit current State of Florida Firefighter Certificate of Compliance and current State of Florida Paramedic Certification will only receive two (2) additional points for each certification submitted to their qualifying score on the written examination. Applicants who possess a current State of Florida Emergency Medical Technician (EMT) Certification will receive one (1) additional point to their qualifying score on the written examination. ***Applicants are limited to a maximum of four (4) additional points to their qualifying score on the written examination for all three (3) of the above Certifications submitted.*** Additionally, applicants who are City of Miami residents at time of application will have one (1) additional point added to their qualifying score on the written examination. ***Applicants are limited to a maximum of five (5) additional points to their qualifying score on the written examination for the three (3) above submitted Certifications and City of Miami Residency.***

CERTIFICATION UPDATES: Applicants who earned a passing score on the written examination and receive their paramedic or state certified firefighter certification after the closing date, but during the life of the register may submit copies of their paramedic or state certified firefighter certification *after* the closing date, to the City of Miami employment Office, so that the next certification of names to the Fire Department will reflect applicants possessing special certifications. Certifications submitted after the closing date will not alter examination scores as reflected on the eligible register. Only certifications submitted to the Employment Office will be given consideration.

JOB INFORMATION: **All probationary Firefighters will be required to complete the City of Miami Department of Fire-Rescue's Firefighter candidate training program.** Firefighters may work 24-hour shifts on a rotating basis including nights, weekends and holidays. Work schedules are assigned by the Fire Chief based on departmental needs and may include work hours varying from the above.

REASONABLE ACCOMMODATION: **The Department of Employee Relations will make reasonable efforts in the examination process to accommodate persons with disabilities who request the same by completing the affirmative action data sheet, and provide current and relevant supporting medical documentation that justifies a current need for the requested accommodation that may be available under law must be provided to the Testing & Validation Section at the City of Miami, Department of Employee Relations, 444 SW 2nd Ave, 7th Floor, Suite 746, no later than 5:00 PM on the closing date.**

DUTIES: Provides rapid response to calls for fire or rescue emergencies. May be required to accurately gather and evaluate patient assessment information, formulate a working diagnosis and/or plan, prioritize and implement necessary treatment as per Rescue protocol and/or physician direction via the radio. Performs general maintenance work in the upkeep of the Department of Fire-Rescue property. Performs related duties as required.

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