

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: August 21, 2013
NO: M18-13

<u>CLASSIFICATION TITLE</u>	<u>STARTING SALARY</u>
FIREFIGHTER/PARAMEDIC (Canton Fire Department)	\$35,200 - Cadet with EMT/Paramedic Cert. or EMT/Paramedic & FF Certification
	\$33,900 - Cadet with FF Cert. or EMT/Basic and FF Cert.
	\$32,600 - Cadet with EMT/Basic Cert.
	\$31,300 - Cadet with no job certifications

SALARY AFTER ONE YEAR
\$41,799

FILING OF APPLICATION

Application must be made on the special preliminary application form (not the regular Civil Service application) available in the office of the Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio or may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Click on "View City Jobs" and then on the Firefighter link. Application must be on file no later than Tuesday, October 1, 2013. Forms may be returned between the hours of 8:30 a.m. and 4:00 p.m.

Mailed applications must be clearly postmarked on or before October 1, 2013. The mailing address is Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Avenue SW, P.O. Box 24218, Canton, OH 44701-4218. If you choose to use the United States Postal Service, you may wish to consider "Certified Mail" as a way to verify our receipt of your documents. You **MUST** enclose the following:

1. A special preliminary firefighter application
2. A clear copy of your current, valid driver's license.
3. A \$20 application filing fee. Cash, checks or money orders made payable to the "City of Canton".
NOTE: THE \$20 FILING FEE IS NON-REFUNDABLE.
4. If you will be returning the application, driver's license, \$20 filing fee and any documentation by mail, you **MUST** include a 10" x 13" self-addressed, stamped catalog envelope (\$3.32 postage required) with your application so that we may mail you your Test Preparation Manual. **NO ENVELOPE ENCLOSED, NO STUDY GUIDE SENT.**

FOR THOSE APPLICANTS WHO WILL BE PARTICIPATING IN THE SKILLS ASSESSMENT PRACTICE TESTS, THE FOLLOWING DOCUMENTATION IS REQUIRED NO LATER THAN OCTOBER 1, 2013.

1. Agreement and Release Form. This form is available in the Civil Service Office or at www.cantonohio.gov under "City Services", "Civil Service", "View City Jobs" at the Firefighter links.
2. Certification and Waiver of Liability Form. This form is available in the Civil Service Office or at www.cantonohio.gov under "City Services", "Civil Service", "View City Jobs" at the Firefighter links.
3. Doctor's permission slip. You must show a physician of your choice a copy of the Skills Assessment Exam located in the Civil Service Office or at www.cantonohio.gov under "City Services", "Civil Service", "View City Jobs" at the Firefighter links. Your physician must write you a permission slip stating that you are physically able to participate in the Skills Assessment Test and/or practice tests on his letterhead or prescription paper.

NO APPLICANT WILL BE ADMITTED TO THE SKILLS ASSESSMENT PRACTICE TEST WITHOUT THESE DOCUMENTS.

FAILURE TO INCLUDE DRIVER'S LICENSE COPY OR \$20 FILING FEE WILL VOID YOUR APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE. THERE WILL BE NO EXCEPTIONS.

The applicant will receive a Test Preparation Manual when application is submitted with all proper documentation. This Test Preparation Manual is to be used to study for the examination, and is to be returned to the Civil Service Commission at the written examination on October 29, 2013.

If the applicant is unable to appear for the written examination, the Test Preparation Manual **MUST** be returned to the Civil Service Commission, 218 Cleveland Ave. SW, City Hall, 3rd Floor, Canton, OH 44702. **ANY APPLICANT NOT RETURNING THE TEST PREPARATION MANUAL WILL BE ADDITIONALLY CHARGED FOR THE MANUAL.**

SKILLS ASSESSMENT PRACTICE TEST DATES

THE SKILLS ASSESSMENT PRACTICE TEST IS NOT MANDATORY.

In order to familiarize yourself with the Skills Assessment Test, three practice dates are being offered:

October 6, 2013 11:00 a.m. – 4:00 p.m.
October 7, 2013 9:00 a.m. – 3:00 p.m.
October 9, 2013 3:00 p.m. – 8:00 p.m.

These will be conducted at Stark State College of Technology located at 6200 Frank Ave. NW, Canton, OH 44720. See map available at www.cantonohio.gov under "City Services", "Civil Service", "View City Jobs" at the Firefighter link. You will be asked on your preliminary application form to sign up for what date or dates you will be attending. You may register for any or all of the dates and report any time during the times listed for that date. You will need your driver's license to check in. It is necessary for you to come properly dressed for this event. In this regard, we recommend sweat pants and gym shoes. At the practice, candidates may try each event separately.

IN ORDER TO BE ADMITTED TO THE SKILLS ASESMENT PRACTICE TEST, YOU MUST HAVE TURNED IN YOUR RELEASE AND LIABILITY FORMS AND YOUR DOCTOR'S PERMISSION SLIP. NO CANDIDATE WILL BE PERMITTED TO PARTICIPATE WITHOUT THESE DOCUMENTS. THERE WILL BE NO EXCEPTIONS.

WRITTEN EXAMINATION - TUESDAY, OCTOBER 29, 2013

CHECK-IN: 4:00 p.m. (no candidate will be admitted after 4:00 p.m.)
EXAM: IMMEDIATELY FOLLOWING CANDIDATE CHECK-IN
LOCATION: Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, Ohio 44702
SCOPE: The written examination will consist of questions related to the Test Preparation Manual which the applicant will receive at the time of filing the application.

ADMITTANCE TO WRITTEN EXAMINATION

To be admitted to the examination, applicants must present their valid driver's license and Test Preparation Manual to the examiners. **NO PERSON WILL BE ADMITTED TO THE EXAMINATION WHO DOES NOT PRESENT THEIR DRIVER'S LICENSE AND TEST PREPARATION MANUAL TO THE EXAMINERS.**

APPLICATION STANDARDS

To apply, you must meet the qualifications given below:

- *** You must be at least 18 years of age on or before October 29, 2013 and you must be appointed before your 35th birthday. **NO FIREFIGHTER/PARAMEDIC SHALL BE APPOINTED AFTER THEIR 35TH BIRTHDAY. THERE ARE NO EXCEPTIONS.**
- *** You must possess a valid driver's license issued by your state of residence.
- *** You must be a high school graduate or possess a G.E.D.
- *** You must be a citizen of the United States or have legally declared your intention of becoming a United States Citizen.
- *** You must never have been convicted of a felony.

CAUTION: YOU WILL BE DISQUALIFIED IF IT IS FOUND THAT YOU...

- *** Have made false statements or concealed any material fact, or practiced, or attempted to practice any deception or fraud in your application, or in your examination or in establishing your eligibility.

TESTING PROCESS

The testing process will consist of three components which will be individually scored and added together for a total composite score. The three components are a written examination, a skills assessment test and an oral interview. The written examination will count as 70% of your total grade, the skills assessment test as 20% and the oral interview as 10%. An applicant's overall composite score plus bonus credits shall be the basis for the ranking of candidates on an eligibility list. The following is a brief overview of each of the testing phases.

WRITTEN EXAMINATION

The written examination will be given on Tuesday, October 29, 2013 starting at 4:00 p.m. at the Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, OH.

The test publisher will score the examinations and make a cutoff recommendation based upon the difficulty level of the test as identified by firefighters who participated in the validation study. The cutoff score is based upon statistics resulting from the overall groups' test performance and therefore we are unable to provide information on what the final cutoff score will be. The test publisher uses a court-defensible and job-related method to establish this cutoff score. This process is designed to identify those candidates who have obtained scores at or above the minimum competency level required for successful job performance.

The written examination will count 70% of the total composite score (if 100% is the score, it will count as 70 points of the total composite score).

SKILLS ASSESSMENT TEST

The next step is the Skills Assessment Test. This examination will be scheduled at a later date. In order to take this exam, you must have passed the written examination. You will need to receive medical clearance from a physician. Details of this examination will be provided to applicants who have passed the written examination.

ORAL EXAMINATION

The final step in the testing process is the oral examination. To be eligible for this examination, applicants MUST have passed the written examination and the skills assessment test. The oral examination will count 10% of the total composite score. The oral examination will be given by a committee appointed by the Civil Service Commission to measure the applicant's appearance, demeanor and communication skills. Applicants meeting the requirements will be scheduled for their oral interview date after successfully completing the skills assessment examination. The oral examination will take approximately 15 minutes.

BONUS CREDIT - DOCUMENTATION & STANDARDS

Bonus credits shall be added only if the candidate passes all three (3) test components. All credits will be added to the final composite score provided candidates submitted the necessary documentation when required.

1. **Veteran's Preference:** Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) when required to receive the bonus credit.
2. **Bachelor's Degree:** Upon receiving a passing score, a ten (10%) percent bonus will be granted if diploma or transcript of college grades are submitted when required (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by October 1, 2013.
3. **Associate's Degree in Fire Science:** Upon receiving a passing score, a five (5%) percent bonus will be granted. Documents for this credit include a copy of a college diploma provided the name of the degree, i.e., Fire Science is named on the diploma or a transcript of college grades (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by October 1, 2013 and documentation is received when required.
4. **Certified EMT Paramedic:** Upon receiving a passing score, a twenty (20%) percent bonus credit will be granted to all persons who hold a current certificate as an Emergency Medical Technician Paramedic issued by the State of Ohio or a Certification as a Nationally Registered Paramedic. A copy of the certificate must be submitted when required.
5. **Certified Basic EMT:** Upon receiving a passing score, a ten (10%) percent bonus credit will be granted to all persons who hold a current certificate of an Emergency Medical Technician issued by the State of Ohio. A copy of the certificate must be submitted when required.
6. **Ohio State Department of Education Certification:** Upon receiving a passing score, a twenty (20%) percent credit will be granted to all persons who hold a certificate issued by the Ohio State Department of Education stating they satisfactorily completed the minimum "Full-Time Paid Firefighter Course". A copy of the certificate must be submitted when required.

7. **Safety Forces Mentoring Program Certificate of Successful Completion.** Upon receiving a passing score, a twenty (20%) percent credit will be granted to all persons who hold a Certificate of Successful Completion of the City of Canton Safety Forces Mentoring Program. Certificate must be submitted when required.
8. **City Residency:** A five (5%) percent bonus credit will be granted to all persons who have maintained permanent residence within the corporate boundaries of the City of Canton for six (6) months or more on or before October 29, 2013. No documentation is required with the application, however, proof of residency may be required at a later date.

TO RECEIVE BONUS CREDIT FOR NUMBERS 1-7, DOCUMENTATION MUST BE SUBMITTED WHEN REQUIRED AND APPLICANT MUST ATTAIN THE MINIMUM PASSING GRADE. THE MAXIMUM BONUS CREDIT ALLOWABLE IS 20%.

ACCOMMODATIONS

If you have a disability requiring an accommodation at any phase during the testing process, please advise the Civil Service Commission Office as soon as possible so that the steps necessary to accommodate your needs can be met. Failure to do so may result in the City's inability to accommodate the disability.

COMPLETION OF TESTING PROCESS

Candidates who pass the written and physical examinations will be required to complete a lengthy, detailed application form and to supply a transcript of high school grades. This application form will be given to the candidate upon his/her successful completion of the skills assessment examination and will be turned in to the Civil Service Commission Office at the time of the candidate's oral interview along with high school grade transcripts. Any and all bonus documentation needs to be turned in no later than the oral interview examination.

CERTIFICATION OF RESULTS

A candidate is declared eligible for employment upon successful completion of all facets of the testing process. Eligible candidates will be ranked in grade order from highest to lowest scores according to their composite scores from the written, skills assessment, and oral examinations plus any applicable bonus credit(s) provided the minimum passing score is attained and bonus credit documentation is provided. The eligibility list will be valid for a one-year period.

THE HIRING PROCESS

The hiring process begins with a formal request from the City Administration to employ a number of Firefighter/Paramedics. The Civil Service Commission will forward the appropriate number of names of the highest scoring candidates to the Administration.

Candidates will then be required to undergo a background investigation conducted by the Canton Fire Department. Candidates will be scheduled to appear before an interview Committee composed of representatives of the Canton Fire Department which will take approximately one (1) hour to complete. The Safety Director shall be notified of the results of the interviews and the Committee's recommendations. Those candidates selected by the Safety Director will then be required to undergo the examinations described below.

PHYSICAL/PSYCHOLOGICAL EXAMINATION

All candidates for Firefighter/Paramedic must submit to and successfully pass a physical and psychological examination by a licensed physician designated by the Civil Service Commission before being appointed to the position of Firefighter/Paramedic.

DRUG SCREENING REQUIRED

All candidates for Firefighter/Paramedic must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to, marijuana, hashish, "crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

EQUAL EMPLOYMENT

The City of Canton is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

Performs fire suppression and emergency medical assistance duties and related safety duties as required by the Chief of Fire.