



## DEPARTMENT MEMO

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M-44-14

July 15, 2014

### **SUBJECT: CHICAGO FIRE DEPARTMENT (CFD) ENTRY LEVEL FIREFIGHTER/EMT EXAMINATION**

The application period for next Firefighter/EMT Exam begins Wednesday, July 16, 2014 and continues through September 16, 2014. Attached, you will find the official announcement from the City of Chicago Department of Human Resources. I encourage all of you to spread the word of this opportunity so every person in every neighborhood of Chicago can answer the call and join the CFD.

Additional information will become available on July 16, 2014 at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers)

#### **APPROVED:**

  
**José A. Santiago**  
Fire Commissioner

**TO BE READ AT FOUR ROLL CALLS AND POSTED**

**Distribution: A**

## FIREFIGHTER/EMT

### JOB ANNOUNCEMENT

#### CHICAGO FIRE DEPARTMENT

#### ESSENTIAL DUTIES

Under supervision, a Firefighter/EMT fights fires and/or responds to incidents requiring emergency medical services.

- Responds to fire alarms with a designated fire company working on the scene at fire emergencies fighting fires and performs emergency support activities, as required.
- Exerts extensive physical activity climbing raised ladders to extended heights and using firefighting and emergency rescue tools and equipment forcibly entering burning structures through smoke filled passages and/or confined spaces to rescue victims and to extinguish fires.
- Responds to emergency incidents using systematic search and evacuation procedures and location and excavation devices to safely locate and evacuate victims.
- Participates in company drills on firefighting techniques, emergency medical services, the handling and extinguishing of hazardous material, extrication of victims and related safety processes and procedures.
- Neutralizes and contains hazardous agents and evacuates areas and persons at risk.
- Provides basic life support emergency medical services to injured or ill persons at fire scenes and at emergency or disaster incidents.
- Attends firefighting and emergency medical services classes.
- Receives and transmits fire alarms at fire stations, maintains fire equipment apparatus, and cleans and maintains station house premises.
- Performs related duties as required.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**TESTING PROCESS:** This position requires applicants to complete a written exam. Applicants who successfully complete the online application and submit a successful registration fee payment or have an approved fee waiver will be invited to participate in the written exam. **The written exam will be held on December 13<sup>th</sup> & 14<sup>th</sup> of 2014.** A notice to report with the exam time and location will be sent to test participants. Participants will be **randomly** assigned to a testing session. No reschedules will be permitted. Future make-up exams will be available ONLY for applicants who are on active military duty at the time of the exam or applicants who have a medical or travel emergency the day of the written exam and provide sufficient documentation to prove the emergency.

**HIRING PROCESS:** Applicants who pass the written exam will be placed on the Firefighter/EMT referral list in lottery order. As vacancies become available, applicants will be referred in lottery order to the Fire Department. At time of hire into the Fire Academy, candidates must meet the minimum education requirements listed below. Candidates must pass drug screenings, background investigation including fingerprinting, and other pre-employment procedures as determined by the Chicago Fire Department. Successful candidates will be given a conditional offer of appointment and must pass a comprehensive medical examination prior to final appointment as a Probationary Firefighter/EMT.

**FIRE ACADEMY:** Applicants who meet all hiring requirements and pass all of the pre-employment procedures are eligible to enter the Fire Training Academy. Candidates receive approximately twelve (12) weeks of EMT-B training and twelve (12) weeks of fire suppression training at the Fire Academy before graduating and receiving a field assignment as a Probationary Firefighter/EMT. Any person appointed to the position of Firefighter/EMT will be required to become EMT/B certified before graduation from the Fire Academy, and maintain said certification or be subject to dismissal from the service of the City of Chicago according to the rules. All new appointment Probationary Firefighter/EMTs must serve a nine (9) month probationary period effective the date of appointment.

**APPLICATION PERIOD: Wednesday, July 16, 2014 at 12:01AM (00:01) Central Daylight Time (CDT) through Tuesday, September 16, 2014 at 11:59PM (23:59) Central Daylight Time (CDT)**

**NOTE: All applications must be completed online.**

**COMMUNICATION NOTE: All communication sent to applicants throughout the entire hiring and selection process for Firefighter/EMT including registration payment, application status, written examination notice to report, written examination scores, lottery number, and invitation to report to the Chicago Fire Department for pre-employment procedures will be sent ONLY via e-mail to the e-mail account entered on the application. NO HARD COPY LETTERS VIA U.S. MAIL WILL BE SENT OUT. It is the applicant's responsibility to keep their e-mail address updated with the City of Chicago through their CAREERS account. Please refer to the FAQs for information regarding the correspondences you should expect to receive and who to contact if you have questions or concerns as well as how to create an e-mail account.**

**THIS IS A CAREER SERVICE POSITION.  
CAREER SERVICE CAN BE OBTAINED AFTER SUCCESSFULLY COMPLETING A 9 MONTH PROBATIONARY PERIOD.**

For additional information, please review the Firefighter/EMT FAQs located on the Department of Human Resources website under the Alerts heading at the link: [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers)

#### **MINIMUM QUALIFICATIONS**

- **AGE**

- Applicants must reach their 18<sup>th</sup> birthday by December 31, 2014. Verification of age will be checked at the entrance of the written exam. Candidates who will not reach the age of 18 by December 31, 2014 will not be allowed to take the written examination.
- Pursuant to the Municipal Code of Chicago 2-152-410, no person may be appointed as a probationary Firefighter/EMT after the person's 38<sup>th</sup> birthday. **Please note, no one from the eligibility list of this exam will be appointed before Spring of 2015.**

- **EDUCATION**

- Applicants must be a high school graduate or possess a general equivalency diploma (GED) by December 31, 2014.

- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**

- Must have a valid, non-expired CPAT (Candidate Physical Ability Test) certification.

**Note: The CPAT certification must be current and valid by the candidate's start date in the Fire Training Academy. The City of Chicago recommends that candidate's work on obtaining their CPAT certification after successful completion of the written exam with consideration of their assigned lottery number. Please note, CPAT certifications are only valid for one year and will need to be renewed annually.**

- For more information on the CPAT certification program, please visit the following website: [http://www.iaff.org/hs/CPAT/cpat\\_index.html](http://www.iaff.org/hs/CPAT/cpat_index.html)
- For information about where to obtain the CPAT certification, please visit the following website: <http://www.iaff.org/HS/Well/statelist.htm>
- To access a video of the CPAT, please visit the following website: <http://www.youtube.com/watch?v=8FLkb3QVv2U>
- Must have a valid U.S. driver's license at the time of pre-employment processing.
- Must pass background investigation including, fingerprinting among other pre-employment procedures.
- Must be a resident in the City of Chicago at the time of hire.

**REGISTRATION FEE: \$30.00 per application.** The registration payment will be collected at the time of application. After you have submitted your online application successfully, you will receive an e-mail which contains the link to the payment site in order to complete the registration payment process. All payments must be received by the last day of the application period which is **Tuesday, September 16, 2014. NO REFUNDS WILL BE GIVEN TO ANYONE UNDER ANY CIRCUMSTANCES.** Paying the fee does not guarantee an offer of employment with the City of Chicago. This fee is required by the Municipal Code of Chicago 2-74-020. **Failure to pay the registration fee by the last day of the application period (Tuesday, September 16, 2014) will result in an incomplete application and you will not be considered for this position.**

**FEE WAIVER REQUESTS:** If you are presently receiving unemployment compensation, supplemental security income or general assistance, or your income is below the federally defined poverty level, you may be eligible for a fee waiver. After you have submitted your online application successfully, you will receive an e-mail which contains the link to the payment site. You must log in to this payment site to complete your fee waiver request. The City of Chicago will review all fee waiver requests the last week of the posting period. If your fee waiver is denied, you will receive an e-mail with a request to pay the registration fee. All fee waiver requests must be received by the last day of the application period which is **Tuesday, September 16, 2014.**

#### **LINE OF DUTY PREFERENCE NOTE**

The City of Chicago offers a Line of Duty preference to qualified applicants who are immediate family members of sworn Police and uniformed Fire Department Personnel who died in the line of duty or who were immediate family members of individuals who have served on active duty of the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the United States who died in the line of duty in a combat zone, will be granted preference for an entry sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. The definition of immediate family member, line of duty, and combat zone will be determined by the appropriate authorizing and governing bodies. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing. Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement.

To apply, please visit the following link:

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/line\\_of\\_duty\\_preference.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/line_of_duty_preference.html)

#### **VETERANS PREFERENCE NOTE**

The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 or comparable discharge documentation to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for Veterans Preference.**

#### **CPFTA PREFERENCE NOTE**

Qualified applicants that have successfully completed the Chicago Police and Fire Training Academy will be granted preference for an entry position for the sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing.

Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement

## **CPS PREFERENCE NOTE**

The City of Chicago offers a CPS Graduate Preference to high school graduates from the Chicago Public School system. In order to receive the CPS Graduate Preference, candidates need to indicate whether or not they are a CPS high school graduate by answering "yes" or "no" to the question on the online application that asks, "Are you a high school graduate of the Chicago Public Schools (CPS) and do you want to be considered for this preference?" In addition, you must attach documentation to verify your high school graduation from a Chicago Public High School. You must attach a copy of your high school transcripts or diploma from a Chicago Public High School. **Failure to answer the question and attach the required documentation will result in you not being considered for CPS Graduate Preference.**

**NOTE:** THIS JOB ANNOUNCEMENT IS NOT AN OFFER OF EMPLOYMENT. COMPLETION OF ANY STEP OR ALL STEPS IN THE FIREFIGHTER/EMT HIRING PROCESS OR BEING PLACED ON THE PRE-QUALIFIED APPLICANT LIST DOES NOT GUARANTEE EMPLOYMENT AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR OBLIGATIONS. DISQUALIFICATION OF AN APPLICANT AT ANY STEP IN THIS HIRING PROCESS MAY RESULT IN HIS/HER REMOVAL FROM FURTHER CONSIDERATION.

**NOTE:** AT ANY TIME DURING THE HIRING PROCESS OR DURING THE LIFE OF THE PRE-QUALIFIED APPLICANT LIST, THE DEPARTMENT OF HUMAN RESOURCES AND THE CHICAGO FIRE DEPARTMENT RESERVE THE RIGHT TO MODIFY THE SELECTION PROCESS, THE TEST SCHEDULE, AND/OR IMPOSE ANY ADDITIONAL TESTS, STANDARDS, OR QUALIFICATIONS DEEMED APPROPRIATE TO EVALUATE APPLICANTS FOR THIS POSITION.

## **SPECIAL NOTES:**

- Falsification or omission of information may subject you to disqualification and/or termination of employment, and may be punishable as perjury as well as a violation of the Municipal Code of Chicago 2-74-095, which provides for a fine of up to \$500.
- The Municipal Code of Chicago 2-152-150 prohibits the hiring of anyone who owes any debt to the City of Chicago. Any fees, fines, taxes, or other debts owed to the City must be reconciled prior to further processing.
- Any person appointed to the position of Firefighter/EMT with the City of Chicago will be required to maintain the ability needed to perform the essential duties of a Firefighter/EMT or will be subject to dismissal from the service of the City of Chicago according to the rules.
- Any person appointed to the position of Firefighter/EMT with the City of Chicago will be subject to the provisions of the Municipal Code of Chicago, specifically Section 2-252-340 which requires all employees in the classified career services of the City of Chicago to be actual residents of the City of Chicago at time of employment. Employees who fail to comply with the provision will be subject to dismissal from the service of the City of Chicago according to the rules.

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**  
Rahm Emanuel  
Mayor

**Chicago Fire Department**  
Jose Santiago  
Commissioner

**Department of Human Resources**  
Soo Choi  
Commissioner