

## EL DORADO COUNTY FIRE PROTECTION DISTRICT

### **POLICY TITLE: Hiring Procedures**

### **POLICY NUMBER: 2290**

#### 2290.01

Hiring - priority shall be given as follows:

- A. Qualified persons within the District.
- B. Qualified persons from other participating ambulance contract districts. (Note: shall only apply when a position is available on the ambulance.)
- C. Qualified persons from other fire districts.
- D. Qualified persons from out of County.

2290.11 Minimum Qualifications - All candidates shall meet or possess the following:

- A. Appropriate License(s) and Certification(s) as specified within the appropriate Job Description.
- B. Minimum of 18 years of age at date of hire.
- C. Valid California Driver's License, specified within the appropriate Job Description.
- D. High School diploma or equivalent.
- E. Minimum standards specified within the appropriate Job Description.

#### 2290.12

Testing - All candidates must maintain an average score of 70% throughout the testing process. Any single test score which is less than 65% will automatically eliminate the candidate from continuing the testing process. The average of all scores will determine the candidates placement on the eligibility list. Testing phases will include the following:

- A. Comprehensive written exam.
- B. Oral Interview
- C. Comprehensive Medical Screening including Wellness Program Components (Hepatitis A, Hepatitis B, Tuberculosis test, Tetnus and Spirometry (PFT), Fit to Work Functional Assessment, Drug and Alcohol Test, Background Investigation.
- D. Assessment Evaluation (Optional, depending on position)

#### 2290.13

Probationary Period - All new employees shall be on probation for twelve (12) months. During their probationary period, new employees shall satisfactorily complete the following:

- A. Performance Evaluations every three (3) months, conducted by

their immediate supervisor.

- B. Completion of basic Firefighter skills check list, not limited to but including Firefighter I, Apparatus Operator, etc.
- C. Personnel hired for an ambulance position shall obtain El Dorado County Ambulance local accreditation through the El Dorado County Emergency Services Agency.

2290.14

Hiring and Eligibility List

- A. The District will have the discretion of hiring any one of the top five candidates from the eligibility list.
- B. Eligibility list shall not be kept for more than two (2) years.

Hiring policy BOD