

Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane, Washington 99206
509-892-4140

March 14, 2019

To: Paramedic Trainee Candidates

From: Civil Service Commission

Subject: Examination for Paramedic Trainee

This will serve as notice for the Paramedic Interest written examination. This test is for eligibility to attend Inland Northwest Health Systems (INHS) Paramedic School in the Fall of 2019. In the event INHS is not the designated ALS Training program for SVFD's certification program, the list will be voided, and another test will be given.

Application Packet Requirements: Promotional application along with resume, cover letter, proof of required occupational qualifications and Veteran Scoring Criteria Questionnaire (if applicable).

Date of Return – Applications will be accepted beginning 0800 March 15, 2019 through 1600 on April 12, 2019. Packets should be turned in to the Civil Service Office at 2120 N Wilbur Rd, Spokane Valley WA 99206 or emailed to Civil Service Examiner at callahanp@spokanevalleyfire.com.

The written test will be held on **April 25, 2019** at 0900 hrs at the INHS Training Center. **This test is not validated per Civil Service Rule 5.7 but has been addressed in the current Collective Bargaining Agreement.**

Candidates must have a passing score of 80% or higher in order to qualify.

Required occupational qualifications:

To be eligible to apply and hold a Paramedic Trainee position, the applicant must meet the following required occupational qualifications prior to the close of applications and maintain them.

- ◆ Must maintain the required occupational qualifications of the Spokane Valley Fire Department Firefighter position.
- ◆ Must have held the permanent position of Firefighter for one year preceding the closing date of applications.
- ◆ Must meet all the prerequisites of the Paramedic school (see attached INHS admission requirements),

Candidates who pass the written test with a score of 80% or higher will be placed on an eligibility list based on the written score + seniority points + military preference points. Candidates on the eligibility list will be required to be accepted by INHS through their application process.

The job description for the position of Paramedic Trainee, Application for Paramedic Interest Exam, Veteran's Scoring Criteria Questionnaire are attached. INHS Program Admission and Requirements, Application Packet and Disclosure Statement and Background Authorization will be provided upon receipt of this application.

Pegy Callahan
Chief Examiner

Spokane Valley Fire Department

Job Description

Paramedic Trainee

Revised 09-06-05

Nature of Work

Performs normal duties relative to the position assigned and also is in a training position to become a Washington State certified EMT-P. This is a training position and will only be allowed while actively involved in the training and certification program.

Examples of duties and expectations: (To include but not limited to)

- ◆ Attends paramedic school and training sessions, both on and off duty.
- ◆ Keeps the EMS officer advised of his progress through the paramedic school using functional chain of command.
- ◆ Is subject to recall during emergencies.
- ◆ Responds to medical emergencies and renders aid to victims in accordance with established medical protocols.
- ◆ Responds to fires, lays hose, directs fire streams, raises and climbs ladders, uses firefighting equipment, removes persons from danger.
- ◆ Performs general housekeeping and maintenance work in the upkeep of their assigned fire station, apparatus and equipment.
- ◆ Participates in the Spokane Valley Fire Department training and public education programs as directed.
- ◆ Performs other duties as assigned.

Supervision:

- ◆ Works within the normal chain of command.
- ◆ Medically, works under the direct supervision of an assigned paramedic.

Required occupational qualifications:

To be eligible to apply for this position, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them;

- ◆ Must maintain the required occupational qualifications of the Spokane Valley Fire Department Firefighter position.
- ◆ Must have held the permanent position of Firefighter for one year preceding the closing date of applications.
- ◆ Must meet all the prerequisites of the Paramedic school.

Adopted by the Board of Fire Commissioners on September 6, 2005.

Commission Chairman _____

APPLICATION FOR PARAMEDIC INTEREST EXAM

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

1. Name _____
(Last) (First) (MI)

2. Address _____
(Street) (City) (State) (Zip)

3. E-mail Address _____

4. When did you receive permanent appointment to the position or rank described in the job description to be eligible for the above exam? _____

5. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? _____

Attached appropriate back up documents (ie certificates)

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

Applicant's Signature Date

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Revised 11/08/05

VETERAN'S SCORING CRITERIA QUESTIONNAIRE

If you are seeking to qualify for and apply for veteran's scoring criteria as a candidate for a promotion with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. Included in this request for additional information on veteran's scoring criteria and for your review and assistance is the link to RCW 41.04.010(3):

<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.04> This specific chapter, statute and subsection provides that a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations is entitled to a percentage of 5 percent being added to the passing mark, grade or rating only, based upon a possible rating of one hundred points, to all promotional examinations within civil service until the first promotion only. RCW 41.04.010(4) also provides that all veteran's scoring criteria may be claimed upon release from active service.

1. Have you applied for a civil service promotion in Washington in the past and had 5% added to the passing mark, grade, or rating only of promotional examinations, based upon a possible rating of one hundred points, in order to be considered for promotion within civil service?

Answer:

2. Have you received in the past a first promotion within civil service in Washington by adding to the passing mark, grade, or rating only, 5% to the promotional examination?

Answer:

3. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you received a first promotion within civil service.

Answer:

Signature

Date