

JOB NOTICE

ENTRY-LEVEL FIREFIGHTER

SPRINGFIELD, IL



The City of Springfield is currently accepting applications for the position of Firefighter.

This information packet details the job duties, qualifications, application instructions, and what to expect from the testing process.

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The City of Springfield is currently accepting applications for the position of Firefighter. Duties of a Firefighter are to prevent, suppress and extinguish fires. Protect life and property for citizens of Springfield, Fire Protection Districts, Mutual Aid Districts, and assigned Districts. Mitigate hazardous materials, provide emergency medical service, assist in vehicle and other rescue areas, and engage in ongoing training programs.

ON-LINE APPLICATION PROCESS

Applications will only be accepted online through the City of Springfield's website, www.springfield.il.us until Sunday, July 28, 2024, at 11:00 p.m. CST. The employment application must be electronically SIGNED prior to submittal. Those interested in applying may do so electronically at www.springfield.il.us. If there are any issues regarding the ability to complete an online application, you can call the Office of Human Resources at 217-789-2446 or email them at HumanResources@springfield.il.us. For those who do not have access to the internet, workstations are available in the Office of Human Resources in the Municipal Center West, 300 South Seventh Street Room 309 during regular business hours. In addition, the Lincoln Library has workstations and access to the internet as well.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity/affirmative action employer, the City of Springfield encourages all potential candidates, regardless of race, gender, and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital or parental status or any other legally prohibited basis to apply for positions with the City of Springfield Police Department. Minorities and females are encouraged to apply.

SALARY AND BENEFITS

As of the March 1, 2021 contract

	<u>Salary</u> <u>Monthly</u>	<u>Salary</u> <u>Annual</u>
Probationary Firefighter - 1 st Year	\$4,960.77	\$57,239.60
Probationary Firefighter - 2 nd Year	\$5,669.45	\$65,416.69
Probationary Firefighter - 3 rd Year	\$6,378.13	\$73,593.77
Firefighter	\$7,086.81	\$81,770.86

Longevity Pay	Overtime Pay	Holidays
Medical Insurance	Vacation Accrual	Pension Plan
Life Insurance	Sick Leave Accrual	Deferred Compensation
Dental Insurance	Flexible Benefits Plan	Personal Days
Vision Insurance	Compensation Time	Pension Plan (40 ILCS 5/4)

QUALIFICATIONS

- U. S. Citizenship at time of application
- Minimum age of 20 years old on the date of the written examination
- Maximum age of 34 years old (unless candidate meets the exemption listed under 65 ILCS 5/10-1-7) on the date of the written examination

Age exemptions:

- *Maximum age is 34 unless applicant meets one of the exemptions under the Illinois Municipal Code 65 ILCS 5/10-1-7.1(c): No person who is 35 years of age or older shall be eligible to take an examination for a position as a firefighter unless the person has had previous employment status as a firefighter in the regularly constituted fire department of the municipality, except as provided in this Section. The age limitation does not apply to (1) any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district, or any person who has served a municipality as a regularly*

enrolled volunteer, paid on call, or part-time firefighter for the 5 years immediately preceding the time that the municipality begins to use full-time firefighters to provide all or part of its fire protection service.

- Any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or National Guard of any state, whose services was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.
- High School graduate or GED equivalent.
- Ability to successfully pass the Candidate Physical Ability Test (CPAT) including Ladder Climb. Deadline to submit card is prior to a background investigation.
- No offensive and/or inappropriate visible tattoos. Refer to Springfield Fire Department Policy 3006.
- Vision correctable to 20/40 with no monochromatic color blindness.

HIRING REQUIREMENTS

- Valid driver's license at time of hire. Must be able to obtain a valid Illinois driver's license within 90 days of employment.
- Must be 21 years of age at the time of employment per 65 ILCS 5/10-1-7 (c).

ORIENTATION

Orientation sessions will be held on:

July 18, 2024 -5:00 p.m. location: Municipal Center West, 300 S. 7th Street, third floor

At each session, the following will be discussed:

- Explanation of each portion of the examination process
- Written Exam preparation information
- Information regarding fire work
- Review of commonly asked questions

EXAMINATION PHASES

1. Written
2. CPAT
3. Oral Assessment

PHASE 1 ~ WRITTEN EXAMINATION

The written exam has been developed by I/O Solutions, a public safety personnel selection consulting firm. It will be held on two separate dates, Thursday, August 1 and Saturday, August 3, 2024, at the Lincoln Land Community College Logan Hall located at 5250 Shepherd Rd., Springfield, IL. The exam will be completed on computers. Once you have applied and your application has been accepted, you will receive an email from the Office of Human Resources with information on accessing a study guide and requesting your test date preference. Check-in will begin 30 minutes prior to the exam. LATE ARRIVALS WILL NOT BE ADMITTED. The Office of Human Resources reserves the right to add an additional session if needed.

Candidates must present a valid driver's license or other form of photo identification to be admitted. The exam will take approximately 3 hours to complete. Cell phones, smart watches, hats, food and drinks will not be allowed in the testing area.

The written exam you will be taking is the National Firefighter Selection Inventory (NFSI) and consists of two components. The cognitive component includes multiple-choice questions designed to assess verbal comprehension, verbal expression, problem sensitivity, deductive reasoning, inductive reasoning and information ordering, mathematical reasoning, and number facility. The behavioral components of the written exam include questions designed to assess personal characteristics such as motivation/attitude, team orientation and stress tolerance. The passing score for the written exam is an overall score of 70. You will have a total of two-an-on-half (2 ½ hours) to complete both sections. Candidates who pass the written exam will be placed on the preliminary eligibility register.

Only those who receive a passing score on the written exam will be permitted to advance to the oral assessment screening.

Candidates should not call the Civil Service Commission office or the Springfield Fire Department to obtain exam results.

PHASE 2 ~ PHYSICAL ABILITY

Illinois State Statute 65 ILCS 5/10-7-1.1 mandates all firefighter candidates demonstrate the physical ability to perform the essential functions of the position of firefighter. The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the firefighter's job.

The cost for applicants to take the CPAT is \$150. Hardship waivers are available for those meeting the Federal Poverty Guidelines. Please contact Human Resources so eligibility can be determined. A copy of the candidate's valid Candidate Physical Abilities Test (CPAT) card, including confirmation of the successful completion of the Ladder Climb test, must be received before the candidate starts the background investigation phase.

CPAT

The CPAT consists of eight critical physical tasks that simulate actual job duties. The CPAT requires firefighter candidates to engage in the following activities:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

Go to <http://centralillinoisfirechiefs.com/CPAT/Expected.aspx> for the orientation guide.

Candidate success is measured on a pass/fail basis. Failure to provide documentation of the successful completion of the CPAT and the Ladder Climb test will result in disqualification from the testing process.

Ladder Climb

The ladder climb exercise is designed to assess a candidate's ability to climb a ladder and operate from heights. Some agencies will include this

separate phase in the CPAT cost. Please make sure you receive a certification of completion for both the CPAT and Ladder Climb.

Where is the CPAT Offered?

In Illinois, the CPAT and Ladder Climb tests are offered at the following locations:

1. Central Illinois Fire Chiefs (CIFC)
Location: Decatur, IL
Website: <https://centralillinoisfirechiefs.com>
2. Northeastern Illinois Public Safety Training Academy (NIPSTA)
Location: Glenview, IL
Contact information: www.nipsta.org or (847) 998-8090
3. Southwestern United Fire District (SUFD)
Location: Indian Head Park, IL (Cook County)
Contact information: www.sufd.org or (630) 910-2087

PHASE 3 ~ ORAL ASSESSMENT

Oral assessments are projected to be held August 26-30. Dates are contingent upon candidate participation. The assessments will be conducted by a panel of assessors who will ask candidates a series of questions related to their qualifications for the firefighter position, their response to situations they have faced in the past, and their response to hypothetical scenarios describing situations they may face in the future. Some of the dimensions that MAY be assessed during the oral assessment include, but are not limited to, judgement/reasoning, presentation skills/oral communication, interpersonal relations, courtesy, cooperation, team orientation, initiative/self-discipline, integrity and adaptability.

Candidates must bring a driver's license or other form of photo identification with them. If a candidate is not present at the assigned time, he/she will be considered to have failed the exam. Candidates will not be evaluated based upon appearance; however, business casual wear would be appropriate.

All candidates on the preliminary eligibility register will be scheduled for an oral interview. There is no minimum passing score for this phase of the exam. The oral interview scores will be combined with the written exam scores to form the initial eligibility register. The overall passing score will

be in accordance with 65 ILCS 5/10-1-7.1. At a later date, candidates will be notified when the oral assessment guide is available online.

PREFERENCE POINTS

****Candidates will be notified later in the testing process of the required submittal dates.****

In accordance with and as defined by 65 ILCS 5/10-1-7.1 (h), preference points will be awarded to eligible candidates who make the published initial eligibility list as follows:

- 5 points for one year of active military duty with honorable discharge
- 5 points for residency
- *2 points for persons who have successfully completed two (2) years of study in cadet training, as certified by the Fire Chief and Fire Post advisors

No candidate may claim a preference prior to the written or oral examination being held. Candidates who are eligible for preference credit shall make a claim in writing within 10 days after the posting of the initial eligibility list, or the claim shall be deemed waived.

VETERAN'S PREFERENCE POINTS

Five (5) additional points will be added to the final exam scores of qualified candidates in accordance with 65 ILCS 5/10-1-16. In order to receive veteran's points, candidates must submit a copy of all DD-214's. A candidate must show a DD-214 for each period of active military or naval service of the United States. The DD-214 is the only documentation that can be submitted to demonstrate active military service. The State and

Federal law defines active military or naval service of the United States for the purpose of veteran's preference points as the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

RESIDENCY PREFERENCE POINTS

Five (5) points will be added to the final exam scores of qualified candidates whose legal residence is within the Springfield, Illinois corporate limits and has been for at least nine (9) consecutive months immediately prior to

taking the written examination. Proof of residency must be provided for each month starting November 3, 2023, through August 3, 2024.

Acceptable documents are, but not limited to, the following:

- Utility bills in the candidate's name
- Telephone, cable, car insurance etc. bills in the candidate's name
- Pay stubs reflecting the candidate's address
- Savings and/or checking account statements reflecting the candidate's address
- Rental agreement or a property tax bill in the candidate's name

To have documents other than those listed above considered for proof of residency, please contact Kim in the Office of Human Resources at (217) 789-2446 immediately to determine whether they will be accepted.

CADET PREFERENCE POINTS

Two (2) points for persons who have successfully completed two (2) years of study in cadet training, as certified by the Fire Chief, Fire Post advisors and in accordance with and as defined by 65 ILCS 5/10-1-7.1 (h). The limit on preference points shall be two (2) points for fire entry-level positions who meet these criteria.

ELIGIBILITY LIST

The preliminary eligibility list will consist only of the written exam. The initial eligibility list will consist of the written exam and oral assessment weighted scores (40% written and 60% oral assessment) with the physical ability component being satisfied.

The eligibility list of candidates is scheduled to be adopted by the Civil Service Commission and effective on October 9, 2024; however, this is subject to change. Candidates who successfully complete Phases 1 through 3 will be notified of their ranking in which they placed on the eligibility list. The eligibility list will remain in force for one (1) year from the date of adoption and can be extended in one (1) month increments up to an additional year.

In accordance with 65 ILCS 5/10-1-12, a person placed on an eligibility list who becomes over age before he/she is appointed remains eligible for appointment until the list is abolished pursuant to the Rules of the Springfield Civil Service Commission. Otherwise, no person who has attained the age of 35 years shall be inducted as a member of the fire department, except as otherwise provided by law.

Candidates on the eligibility list must report any change of name or address to the Civil Service Commission in writing. When information is mailed to a candidate's address of record or emailed and no response is received after ten days, the candidate is considered unable to be reached and could be removed from the eligibility list.

According to Rule 5.11 of the Rules of the Civil Service Commission, a candidate on an entry-level eligibility list who declines an offer of employment for the first time shall not be stricken from the list. The intent to decline (pass-over) must be submitted in writing to the Civil Service Commission. Declining a second conditional offer of employment shall result in the candidate being removed from the eligibility list. Conditional offers are given at the psychological phase.

The final eligibility list, which includes all preference points, will be established in numeric descending order.

PHASE 4 ~ BACKGROUND INVESTIGATION

Contingent upon the availability of positions, the hiring needs of the department, and the successful completion of Phases 1 through 3, the top ranked candidates will complete a *Personal History Questionnaire* and *Authorization for Release of Personal Information* form for use in conducting a confidential background investigation. The background investigation is a detailed analysis of the candidate's past and present behavior. The investigation is conducted by the Springfield Fire and Police Departments within the guidelines established by the Civil Service Commission. Sensitive and confidential aspects of candidates' personal lives will be explored as part of the background investigation. This process entails a thorough check of each candidate to be certified for appointment.

Candidate's progressing to this phase must provide a copy of their certified birth certificate, high school diploma or sealed transcripts from the school, GED certificate or college diploma or sealed transcripts from the school with their questionnaire.

The background investigation will include but not be limited to:

1. The original application and the Personal History Questionnaire to identify any conflicting or erroneous information
2. A check on a complete set of fingerprints
3. A review of records obtained by contacting the following agencies:
 - a. Secretary of State – driving record, citations, license revocations
 - b. Credit Bureau – outstanding debts, liens, judgments, child support payments, wage garnishments, general credit reputation
 - c. City Records – Police Department, NCIC, Treasurer’s Office
 - d. County Records – tax non-payment, legal actions, divorces, court actions
 - e. State’s Attorney Records – criminal charges and/or convictions
 - f. FBI and IBI – any record
 - g. Previous Employers – work attendance, work habits, relationships with other employees
 - h. Military Service – service record (if a veteran)
 - i. Neighbors and family – general statements of candidate’s habits
 - j. Other additional sources as they may apply

Candidate must have no felony convictions. Persons with a record of misdemeanor convictions may be disqualified from taking examinations as set forth in 65 ILCS 5/ Article 10-1-7(c). Certain misdemeanor convictions may disqualify candidates for a position on the Fire Department.

The investigation normally takes several weeks to complete, depending on the complexity of the individual’s background. Once the information is relayed to the Civil Service Commission, the Commission evaluates the background data, considering all aspects as they relate to a candidate’s fitness to become a Firefighter.

All records are the property of the Civil Service Commission. Rule 4.12 of the Rules of the Springfield Civil Service Commission states that copies of a

Personal History Questionnaire (PHQ) and background investigation shall not be circulated to a candidate or employee, unless required pursuant to court action or proceedings under the Illinois Freedom of Information Act. However, the reason(s) for a candidate’s removal from the Eligibility List may be released with the Disclosure of Information Form without court action.

Please note: It is strongly recommended that candidates make a copy of the PHQ prior to submission.

PHASE 5 ~ PSYCHOLOGICAL EVALUATION

If a candidate passes Phases 1 through 4 and proceeds to this phase, a conditional offer of employment will be given contingent upon passing Phases 5 and 6 as well as the availability of positions and the hiring needs of the Department. The screening is performed by a psychologist selected by the Civil Service Commission. A psychological profile will be conducted by a registered psychologist specializing in public safety. This screening involves completion of several tests and an oral interview designed to determine the candidate's fitness for duty as a Firefighter. Travel (at the candidate's expense) may be required.

PHASE 6 ~ MEDICAL EXAMINATION, DRUG SCREENING & AGILITY SCREENING

A medical examination (that includes a visual examination) of each candidate who has successfully completed Phases 1 through 5 will be conducted by the Commission's examining medical physician after a conditional offer of employment. The physical standards and examination procedures are the endorsed requirements for the Firefighter candidates as established by the Civil Service Commission. Final appointment to a position is contingent upon passing this phase of the examination. The examination must be held no more than 60 days prior to appointment.

Each candidate is examined by the physician for present and past medical status in an attempt to determine whether the candidate has any condition that might interfere with the candidate's ability to perform the essential functions of the position. A general system review takes into account past history and present disease, general body condition and physique, and other pertinent information. All persons applying through the competitive examination process for Firefighter positions shall be screened for drugs as part of the certification process. The screening will be done by urinalysis and will be conducted by a toxicology laboratory selected by the Civil Service Commission.

Candidates who fail to respond to a request for a drug screening in a timely manner may be removed from the eligibility list by the Civil Service Commission. All drug screening, visual and medical reports and records are the property of the Civil Service Commission. Each candidate will be given an agility screening which consists of position attributes that are outlined in the job description for firefighter.

OTHER INFORMATION

Firefighters will be provided with approximately 26 weeks of classroom and practical instruction training.

Candidates previously removed from the testing process for any reason are eligible to retest with the Springfield Fire Department if they meet all of the application requirements at the time of the next examination.

This examination is administered pursuant to the *Rules of the Springfield Civil Service Commission*. A copy of the Rules may be obtained in the Office of the Civil Service Commission/Human Resources. Please note that providing false documentation will result in an immediate removal from the testing process and any further consideration as well as termination from the City of Springfield if found after a candidate has accepted employment.

Nikki L. Baker
Chief Examiner
Springfield Civil Service Commission
309 Municipal Center West
Springfield, Illinois 62701
(217) 789-2446

FREQUENTLY ASKED QUESTIONS AND FACTS

- What if I'm already a firefighter?

Candidates age 20 to 34 will be required to complete all phases of the testing process regardless of prior or current employment as a firefighter. The City of Springfield Fire Department does not have a Lateral Entry program.

- The Springfield Fire Department operates on a three platoon schedule. Each platoon works a 24-hour shift (from 7:00 a.m. to 7:00 a.m.) followed by 48 hours off-duty.