City of Springfield Fire Department
2016/2017 Firefighter Examination

Apply online at www.springfield.il.us/firetesting

Phases in the testing process

1) Attend an optional orientation – November 5, 10 & 17, 2016

2) Submit online application & upload High School Diploma or GED
   Application period: October 17 through Friday, December 9, 2016 @ 11:00 p.m. CST

3) Written exam – Saturday, December 17, 2016; time to be announced.

4) Submit valid CPAT and ladder climb certification – Deadline Friday, March 10, 2017

5) Oral assessment – March, 2017

6) Background investigation

7) Psychological evaluation

8) Medical, drug and Functional Capacity Evaluation

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity/affirmative action employer, the City of Springfield encourages all potential candidates, regardless of race, gender, color, religion, national origin or ancestry, to apply for positions with the City of Springfield Fire Department. Minorities and females are encouraged to apply.

DUTIES

Prevents, suppresses and extinguishes fires. Protects life and property for citizens of Springfield, Fire Protection Districts, Mutual Aid Districts and assigned Districts. Mitigates hazardous materials, provides emergency medical service, assists in vehicle and other rescue areas, and engages in ongoing training programs.
QUALIFICATIONS

- U. S. Citizenship at time of application
- Minimum age of 21 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.

- High School Diploma, GED (General Education Diploma), or Official High School Transcript that shows a graduation date in a sealed envelope.

- Ability to successfully pass the Candidate Physical Ability Test (CPAT) including ladder climb. Deadline to submit card is Friday, March 10, 2017.

- 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.
ON-LINE APPLICATION PROCESS

Applications will only be accepted online through the City of Springfield’s website, www.springfield.il.us through December 9, 2016, at 11:00 p.m. CST. The electronically SIGNED employment application with the accompanying documents referenced below may be uploaded at the time of application. If experiencing difficulty with the upload, they may be mailed or hand-delivered to the Office of Human Resources before the deadline.

- A copy of candidate’s High School Diploma or GED Certificate. If a candidate cannot provide a diploma, an Official High School Transcript that shows a graduation date in a sealed envelope from the school may be submitted to the Office of Human Resources at the address below. In lieu of a high school transcript, an official copy of an Associates or Bachelor’s Degree certificate may be submitted. College transcripts in a sealed envelope from the school must be mailed or hand delivered to:
  
  Office of Human Resources
  300 South Seventh Street, Room 309
  Springfield, IL 62701

When you create or edit your City of Springfield employment profile, you will have a screen that looks like the one below. This is the place to upload your resume (if you have one) and high school diploma or GED.

Add resume/CV

To add an existing resume/CV, either upload it by clicking the Browse button, or paste it into the space provided. If you do not have a resume/CV, you can build one.

When you select a resume/CV submission method, the page is updated following the radio buttons with information specific to the selected method.

Select a method to add a resume/CV

- Upload my resume/CV from my computer
- Enter my resume/CV by typing or copying it in

Resume/CV file to upload:

Name this resume/CV:

(Maximum file size: 3 MB)

Enter the text of your resume/CV in the text box below.

Name this resume/CV:
Firefighters are covered by a collective bargaining agreement between the City of Springfield and the International Association of Firefighters, Local 37. The salaries listed below were effective March 1, 2015; however, salary is mandated by the collective bargaining agreement at the time of hire.

**CURRENT BENEFITS WHICH ARE SUBJECT TO CHANGE INCLUDE:**

<table>
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<tr>
<th>Salary</th>
<th>Monthly</th>
<th>Annual</th>
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<tr>
<td>Probationary Firefighter – 1(^{st}) Year</td>
<td>$4,151.98</td>
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<td>Probationary Firefighter – 2(^{nd}) Year</td>
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Longevity Pay  
Medical Insurance  
Life Insurance  
Dental Insurance  
Vision Insurance  
Overtime Pay  
Vacation Accrual  
Sick Leave Accrual  
Flexible Benefits Plan  
Compensation Time  
Holidays  
Pension Plan  
Deferred Compensation  
Personal Days/Bonus Days  
Pension Plan (40 ILCS 5/4)

**STUDY GUIDE**

Once an application is completed, the candidate will receive by email and enhanced study guide code and instructions in obtaining the guide. The study guide includes 100 practice questions.
PHASE 1 ~ ORIENTATIONS

ALL entry-level fire candidates may participate in one of the following orientation sessions. At these sessions, members of the Springfield Fire Department and staff of the Civil Service Commission will provide candidates with the following:

- PowerPoint presentation explaining each portion of the examination process
- Oral assessment training and video
- Information regarding fire work
- Question and answer period

These sessions are important to attend and can be very useful in developing a complete understanding of what will be expected during each phase of the examination process. The orientation portion will take approximately 1-1/2 hours. Seating is limited, so please contact the Office of Human Resources at (217) 789-2446 or email HumanResources@springfield.il.us to reserve a seat.

✓ Saturday, November 5, 2016, at 8:30 a.m. -- Orientation Session
  (check-in starts at 8:00 a.m.)
  City of Springfield Council Chambers
  300 S. 7th St. 3rd Floor
  Springfield, IL 62701

✓ Thursday, November 10, 2016, at 8:30 a.m. & 12:30 p.m.
  (check-in starts at 8:00 a.m. and 12:00 p.m.)
  City of Springfield Council Chambers
  300 S. 7th St. 3rd Floor
  Springfield, IL 62701

✓ Thursday, November 17, 2016, at 5:00 p.m. -- Orientation Session
  (check-in starts at 4:30 p.m.)
  City of Springfield Council Chambers
  300 S. 7th St. 3rd Floor
  Springfield, IL 62701

Parking is available in the Wyndham Parking Garage located at 7th and Monroe. Bring your parking stub for validation.
PHASE 2 ~ WRITTEN EXAMINATION

The written exam has been developed by I/O Solutions, a public safety personnel selection consulting firm. It will be held on Saturday, December 17, 2016, at Southeast High School, 2350 E. Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. The time of the written exam will be announced at a later date. Check-in will begin one hour prior to the exam. NO LATE ARRIVALS WILL 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 to the exam. Candidates are to bring nothing to the exam site. Everything necessary will be provided. The exam will take approximately 2.5 hours to complete. Cell phones, hats, food or drinks will not be allowed in the testing area.

The written exam consists of 105 cognitive and 50 behavioral questions. The cognitive component consists of verbal comprehension, verbal expression, problem sensitivity, deductive reasoning, inductive reasoning and information ordering. The behavioral component of the written exam includes questions measuring stress tolerance, team orientation and motivation/attitude. The passing score for the written test is an overall 70%. Candidates who pass the written test 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 next phase, which is an oral assessment screening.

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

PHASE 3 ~ 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.

A copy of the candidate’s valid Candidate Physical Abilities Test (CPAT) card, including confirmation of the successful completion of the Ladder Climb test, issued between the dates of March 10, 2016 and March 10, 2017, can be submitted with the application, or, up to the deadline of March 10, 2017.

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
PHASE 3 ~ PHYSICAL ABILITY continued

- Search
- Rescue
- Ceiling Breach & Pull


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. **Candidate Physical Ability Test (CPAT) Card Submittal Deadline: Friday, March 10, 2017, by 5:00 p.m.**

**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 in Illinois:

1. **Central Illinois Fire Chiefs (CIFC)**
   - Location: Decatur, Illinois
   - Website: [http://centralillinoisfirechiefs.com/Cpat.aspx](http://centralillinoisfirechiefs.com/Cpat.aspx)

2. **Northeastern Illinois Public Safety Training Academy (NIPSTA)**
   - Location: Glenview, IL
   - Contact information: [www.nipsta.org](http://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](http://www.sufd.org) or (630) 910-2087.

**PHASE 4 ~ ORAL ASSESSMENT**

Oral assessments are projected to be held during the month of March 2017. The assessments will be conducted by a panel of assessors who will ask candidates a series of questions ranging from hypothetical scenarios to specific questions on how the candidate tends to deal with situations. Some of the dimensions that may be measured in the oral assessment include the following: verbal comprehension, verbal expression, problem sensitivity, deductive reasoning, inductive reasoning, information ordering, stress tolerance, team orientation and motivation/attitude.

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.
PHASE 4 ~ ORAL ASSESSMENT continued

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. **A study guide for this phase of the exam is available from the City of Springfield’s website www.springfield.il.us/firetesting.**

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/ Article 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 was within the Springfield, Illinois corporate limits for at least nine (9) consecutive months immediately prior to taking the written examination. **Proof of residency must be provided for each month starting March 17, 2016, through December 17, 2016.** Acceptable documents are, but not limited to, the following:

- Prior utility bills in the candidate's name
- Prior telephone 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
PREFERENCE POINTS continued

A residency affidavit form will be included with the written exam result letter. This form, along with proof of nine (9) consecutive months of residency, will be accepted in the Office of Human Resources during the oral assessments.

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

CADET PREFERENCE POINTS

*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. **Subject to final approval by the Civil Service Commission on November 2, 2016.**

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 on May 3, 2017, with an effective date of June 1, 2017; however, this is subject to change. Candidates who successfully complete Phase 2 through 4 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 three (3) 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. This register is good for one (1) year, and can be extended in three (3) month increments up to an additional year.

**PHASE 5 ~ BACKGROUND INVESTIGATION**

Contingent upon the availability of positions, the hiring needs of the department, and the successful completion of Phases 2 through 4, the top ranked candidates will complete a Personal History Questionnaire and Credit Release 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 Police Department 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 with their questionnaire.**

The background investigation will include but not 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...
PHASE 5 ~ BACKGROUND INVESTIGATION continued

(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 an 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 6 ~ PSYCHOLOGICAL EVALUATION

If a candidate passes Phases 2 through 5 and proceeds to this phase, a conditional offer of employment will be given contingent upon passing Phases 6 and 7 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 7 ~ MEDICAL EXAMINATION, DRUG SCREENING & FUNCTIONAL CAPACITY EVALUATION

A medical examination (that includes a visual examination) of each candidate who has successfully completed Phases 2 through 6 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 a Functional Capacity Evaluation 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.

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.

James D. Kuizin  
Acting 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 21 to 35 will be required to complete all phases of the testing process regardless if they are currently a firefighter or not. The City of Springfield Fire Department does not currently participate in a Lateral Entry program.

- Health, dental, life benefit eligibility begins the date of hire; however, completion of paperwork is required.

- 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.
Orientation and Practice Written Exams

✓ Saturday, November 5, 2016, at 8:30 a.m. -- Orientation Session
(check-in starts at 8:00 a.m.)
City of Springfield Council Chambers
300 S. 7th St. 3rd Floor
Springfield, IL 62701

✓ Thursday, November 10, 2016, at 8:30 a.m. & 12:30 p.m. -- Orientation Session
(check-in starts at 8:00 a.m. and 12:00 p.m.)
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✓ Thursday, November 17, 2016, at 5:00 p.m. -- Orientation Session
(check-in starts at 4:30 p.m.)
City of Springfield Council Chambers
300 S. 7th St. 3rd Floor
Springfield, IL 62701

Parking is available in the Wyndham Parking Garage at 7th and Monroe.
Bring your parking stub for validation.

Online Application Deadline

By Friday, December 9, 2016 at 11:00 p.m. CST, applications and required
documentation must be submitted online through the City of Springfield's website,
www.springfield.il.us. Accompanying documents may be uploaded at the time of
application, mailed, or hand-delivered to the Office of Human Resources.

Candidate Physical Ability Test (CPAT) Card Submittal Deadline
Deadline Friday, March 10, 2017

Written Exam
Saturday, December 17, 2016, time to be announced, Southeast High School, 2350 E.
Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. Check-in will begin
one hour prior. NO LATE ARRIVALS WILL BE ADMITTED. PHOTO IDENTIFICATION
IS REQUIRED. The Office of Human Resources reserves the right to add an additional
session if needed.

Oral Assessment
Oral assessments are projected to be held during the month of March 2017, at the Office
of Human Resources located in the Municipal Center West, 300 South 7th Street, Room
309, Springfield, Illinois.

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