



## **Firefighter/Paramedic – Entry Level**

**Monthly Salary: \$6,292 - \$7,648**

***Continuous Competitive Recruitment Until Filled***

***Next Application Review October 7, 2021***

**ATTENTION APPLICANTS:** PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO COMPLETELY FOLLOW THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

### **THE OPPORTUNITY:**

The City of San Gabriel Fire Department (SGFD) is seeking qualified entry-level candidates for Firefighter-Paramedic interested in starting their fire service careers with our historic “City with a Mission.” A career with the SGFD offers excellent pay and benefits, a full array of fire services and programs, special assignments such as US&R, REMS, and Wildland Overhead, outstanding training and development opportunities, and a great location for living and working in Southern California.

### **THE IDEAL CANDIDATE:**

The ideal candidate is an aspiring Firefighter-Paramedic who is prepared and willing to develop into an outstanding fire-rescue services professional. The ideal candidate will have outstanding character, work ethic, judgment, communication skills, interpersonal tact, empathy, and compassion. Most importantly, the ideal candidate will understand the significance of, be committed to, and exemplify the principles of public service in their actions.

### **POSITION SUMMARY:**

Under general supervision, the Firefighter-Paramedic performs fire suppression, fire prevention and rescue operations. Day-to-day duties include responding to emergency medical incidents, structure fires, wildland fires, vehicle accidents, hazardous material incidents, spills, releases, and numerous other types of calls including routine and non-emergency calls for service. The Firefighter-Paramedic must also effectively write incident reports and memoranda, fill out forms, perform public education, make emergency/disaster preparations, maintain station facilities and apparatus, and perform other related and/or special duties as assigned.

Firefighter-Paramedics must continuously participate in and complete emergency medical services continuing education credits, firefighting proficiency training, paramedic training, in-house educational programs, and city-wide employee training programs.

### **MINIMUM QUALIFICATIONS:**

To qualify for Entry Level Firefighter-Paramedic, candidates must possess and meet the following:

- Be at least 18 years of age at the time of employment;

- Possess a high school diploma or GED equivalent;
- Possess a valid California Class “C” Driver’s License at the time of appointment;
- Possess proof of passing a Biddle Abilities Test or CPAT within last 12 months of application date. CPAT must be valid at time of appointment.
- Possess a certificate of completion from a California State Fire Marshal’s Office accredited fire academy or possess a California State Fire Marshal Firefighter I Certificate;
- Possess a valid California EMT-P License;
- Must attain a Los Angeles County EMT-P accreditation within three (3) months of appointment;
- Must maintain accreditation to practice as an EMT-P in Los Angeles County throughout employment with the department.
- **NEW REQUIREMENT:** All applicants must demonstrate proof of completion and hold a passing score from national testing network FireTEAM and public safety self-assessment examinations prior to the oral interview. Details can be found here:  
<https://www.nationaltestingnetwork.com/publicsafetyjobs/search.cfm?position=2&region=all&state=California>

### Desirable Qualifications

- California Specialized Training Institute Hazardous Materials FRO or FRO-D certification;
- California Incident Command Certification System (CICCS) FF1, FF2 or ENGB certification;
- American Heart Association ACLS, PALS or PEPP certification.
- Six (6) or more months of experience as an Auxiliary Firefighter with the City of San Gabriel Fire Department, or similar Fire Service Agency/District.

### **SUMMARY OF COMPENSATION & BENEFITS:**

- CalPERS Retirement – CalPERS retirement formula of 2% @ 50 for “Classic” CalPERS members and 2.7% @ 57 for new CalPERS members (PEPRA).
- Medical Benefit – City paid contribution toward medical insurance premium in accordance with the following schedule:
  - Employee only.....up to \$536/month for selected medical plan.
  - Employee + One.....up to \$1,052/month for selected medical plan.
  - Employee + Family.....up to \$1,568/month for selected medical plan.
- Dental Benefit – City paid contribution toward dental insurance in the amount of \$46.78/month or the monthly premium for employee only, whichever is less. City offers Delta Dental PPO and HMO.
- Vision Benefit – City paid contribution toward vision insurance in the amount of \$18.16/month. City offers VSP Vision insurance plan.
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for an academic year (0-6 units per term) at California State University – Los Angeles.
- City-paid life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.

### Special Pays, Allowances & Reimbursements

- Education Incentive Pays – After two (2) years of full-time/regular service as sworn fire personnel with the SGFD, employees in the classifications of Firefighter-Paramedic, Engineer and Captain may be paid for educational attainments in accordance with the following:

- Additional 3% of established base salary for employees who have attained a Fire Officer's Certificate and completed 60 college units with the approval of the Fire Chief.
- Additional 3% of established base salary for employees who have attained an A.A. or A.S. degree in Fire Science or in another approved job-related major.
- Additional 6% of established base salary for employees who have attained a B.A. or B.S. degree in Fire Science or in another approved job-related major.
- Additional 8% of established base salary for employees who have attained a Master's degree in Fire Science or in another approved job-related major.

Education incentive pays are non-cumulative. Employees can only earn one education pay at a time.

- Paramedic Coordinator Pay – Employees assigned as Paramedic Coordinator shall be paid an additional \$250/month for performing the coordinator duties.
- Bi-Annual Paramedic Recertification Pay – After an employee has been certified as a paramedic and is assigned to perform paramedic duties, said employee shall be paid \$100 for each subsequent paramedic recertification.
- Longevity Pay – Sworn fire service personnel shall receive additional pay for applicable years of service in accordance with the following schedule:
  - \$500/year for 5 – 9 years of service
  - \$750/year for 10 – 14 years of service
  - \$1,000/year for 15 or more years of service
- Uniform Allowance – \$780 annual uniform allowance.
- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.
- Boot Reimbursement – Reimbursement of up to \$235 annually for the purchase of safety boots. Boot reimbursement is contingent upon the employee's timely request and Department's approval of the requested purchase.

### Leaves

- Sick Leave – Sworn shift personnel shall accrue 144 hours of sick leave per calendar year (5.5385 hours per pay period)
- Vacation Leave – Sworn shift personnel shall accrue vacation leave in accordance with the following schedule:
  - 1 – 4 years of service..... 144 hours per year (5.538 hours per pay period)
  - 5 – 9 years of service..... 192 hours per year (7.385 hours per pay period)
  - 10 – 14 years of service..... 216 hours per year (8.308 hours per pay period)
  - 15 years or more of service.... 240 hours per year (9.231 hours per pay period)
- Holiday Leave – Sworn shift personnel shall be credited on a pro-rata basis, with 156 hours of holiday per year.
- Bereavement Leave – Sworn fire personnel shall be eligible for 48 hours of bereavement leave for each qualifying event. Bereavement leave is approved and granted by the City Manager.

### Annual Leave Cash-Out Programs

- Sick Leave Cash Out – Eligible sworn fire personnel shall be allowed to cash-out up to 50% of sick leave accrued but unused during the 12-month period ending October 31 of each year.

- Vacation Leave Cash Out – Sworn fire personnel shall be allowed to cash-out up to 56 hours of unused vacation leave each year (election to cash-out must be made in November).
- Holiday Leave Cash Out – Sworn fire personnel shall be allowed to cash-out up to 8 hours of unused holiday leave each year (election to cash-out must be made in January)

**Optional/Supplemental Benefits**

- 457 Deferred Compensation – Optional enrollment in a tax-deferred, supplemental retirement savings plan.
- Supplemental Insurance – Optional enrollment in supplemental insurance plans from Colonial.
- Flexible Spending Account (FSA) – Optional enrollment in the City’s flexible benefit plan for the reimbursement of costs for dependent care and/or health care. Employees may opt to set aside a pre-determined amount of pre-tax income for anticipated dependent care and/or health care costs.

*For more details on the compensation and benefit provisions available to sworn fire service personnel, please reference the applicable Firefighter’s Association Memorandum of Understanding (MOU) and the published “Salary, Compensation, and Benefits Policy” for the City of San Gabriel.*

**APPLICATION PROCEDURE:**

Interested candidates must complete a City of San Gabriel online application at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). Candidates must attach the following documents to their online application: (1) cover letter, (2) professional résumé, (3) a copy of ALL required certifications for the position, and (4) a copy of all applicable/desirable certifications for the position. APPLICATIONS LACKING ITEMS 1-4 WILL BE REJECTED. Hard copies of items 1-4 will not be accepted at any time.

*Faxed, emailed, or hard copies of application materials are not accepted. All inquiries should be made directly to the Human Resources Department.*

Completion of the FireTEAM Written Exam and NTN Public Safety Self-Assessment Parts 1 and 2 is required prior to the Panel Interview portion of the hiring process. These can be found at:

<https://www.nationaltestingnetwork.com/publicsafetyjobs/search.cfm?position=2&region=all&state=California>

**TENTATIVE RECRUITMENT SCHEDULE:**

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems it necessary.

- Application Period.....Continuous
- Application Review..... October 4 – October 8
- Oral Appraisal Interview..... Week of October 11
- Department Selection Interview..... Week of October 11 or October 18
- Pre-Employment Processing..... October 18 – November 21
- Anticipated Academy Start Date..... December 1 (or sooner if pre-employment processing is complete)

**EXAMINATION PROCESS:**

All applications will be pre-screened. The most competitive and qualified applications will be moved forward to an examination process. The examination for entry-level Firefighter-Paramedic may include a written exam, practical exam, physical fitness exam, and/or an oral appraisal interview. The oral appraisal and written exercise

generally examine candidates for their work experience, judgment, and capacity to learn currently approved principles, practices, and procedures of fire/rescue operations. Each component of the examination may be weighted or pass/fail. Generally, the oral appraisal provides the basis for the overall examination score (weighted 100%) and all other components are pass/fail.

### **ELIGIBILITY LIST:**

Those applicants who successfully pass the examination process will be placed on an eligibility list for one year. Candidates on the eligibility list may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the Firefighter-Paramedic classification.

### **CONDITIONAL APPOINTMENT / PRE-EMPLOYMENT PROCESS:**

Upon the successful completion of a selection interview with the Department, which requires the Department's recommendation to hire, candidates may be tendered a conditional appointment to Firefighter/Paramedic. All conditional appointments to Firefighter-Paramedic are subject to satisfactorily passing a pre-employment examination which consists of a comprehensive background investigation, psychological examination, medical examination, and drug screen. Any candidate(s) failing to pass any one of the pre-employment examinations will be disqualified from the process and their conditional appointment revoked.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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