

# The Hiring Process for Fire Department Employees



## The Civil Service Process

All municipal Fire and Police departments fall under the classified Civil Service as defined in Washington state law and each municipality has Civil Service Rules that govern their process. Ours can be found linked [here](#).

### 1. Written Exam

- The written exam is administered by Public Safety Testing
- [Firefighter applicants click here](#)
- [Firefighter/Paramedic applicants click here](#)
- Go to the corresponding application link above for further information on the testing process and to sign up to take the exam
- As part of this testing process you will be required to complete a personal history statement, (PHS) that encompasses detailed information about you

Failure to return your completed PHS will result in *disqualification from the hiring process*.

### The Oral Board:

As openings in the fire department become available you will be scheduled for an Oral Board. During the Oral Board you will sit across from a panel consisting of two sworn officers and a community member. You will be sent an e-mail inviting you to participate in the Oral Board examination and will have to submit an application with our agency along with additional forms. *Read the requirements carefully as to not miss submitting all of the required paperwork.*

### Final Score:

The score from the Oral Board and written exam is combined into a combined score. This along with points for military service is added for a final score. These final scores are then taken to the Civil Service Commission for certification of an eligible list. *Firefighter/EMT's have a separate eligible list from Firefighter/Paramedics.*

## The Background Process for all Department Employees

As positions in the fire department become available, the Chief reviews the top 5 candidates from the certified civil service eligible list and sets up command board interviews. If you pass the command board interview, the background investigator will then begin the review of candidates in the following manner;

- Integrity interview
- Thorough records and driver records check.
- Review of past employment

# The Hiring Process for Fire Department Employees



- Interviews of references and others.

This process can take some time, so please be patient.

Ensure you meet the requirements. You must meet the minimum hiring standards for all fire department employees. Once in the background investigation process, applicants who do not meet the fire department's eligibility requirements will no longer be considered and disqualified from the eligible list. All disqualifications are reviewed by Civil Service for final approval. If you are disqualified, you may not reapply for a position for one year from the date of disqualification.

## The Hiring Process

If the background investigation has no findings that would warrant disqualification, the Fire Chief will request permission to hire to the City Manager. Upon City Manager approval the Pasco Human Resources department will send you a conditional offer of employment.

**DO NOT QUIT YOUR CURRENT JOB or MOVE until you have completed all of the conditions outlined in the conditional offer letter!**

After receiving a conditional offer of employment you will be scheduled for additional tests; which will include a psychological and medical exam. Once you receive notification that you have passed your conditions, you will confirm a start date with Human Resources.