

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Administration Policies	
	Title: Firefighter and Paramedic Hiring Process Number: 910 - 100	
	Approved: 6/11/2025	By: Fire Chief Dominic Burchett
	Last Reviewed: 5/25/2025	By: HR Director Kiley Day

REFERENCES

[UFA Policy and Procedure – Definitions](#)
[UFA Policy and Procedure – Filling of Job Vacancies](#)
[UFA Policy and Procedure – Recruitment](#)
[UFA Policy and Procedure – Examinations](#)
[UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries](#)
[UFA Policy and Procedure – EMS Skills Evaluation and Remediation](#)
[UFA Policy and Procedure – Preference for Entry Level Examinations](#)
[UFA Policy and Procedure – New Hire Requirements and Process](#)
[UFA Policy and Procedure – Paramedic Lateral Process](#)
[UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)
[UFA Policy and Procedure – Merit Probation \(New Hire\)](#)
[UFA Policy and Procedure – Entry Level Firefighter and Paramedic](#)

PURPOSE

The purpose of this policy is to provide information on the minimum requirements and the selection process for the position of Firefighter or Paramedic.

POLICY

When a selection process for any position occurs, there will be a recruitment notice issued by the Human Resources Division. The notice will be issued in accordance with UFA Policy and Procedure - Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc. This notice will be publicly posted at least one month prior to the date of the written exam portion of the process.

If a Paramedic or Firefighter Lateral hiring is being applied as part of the hiring process, Paramedic recruits will be assessed and approved by the Emergency Medical Services (EMS) Division in accordance with UFA Policy and Procedure – Paramedic Lateral Process and UFA Policy and Procedure – Firefighter Lateral Process.

HIRING PROCESS

All newly hired Firefighters and Paramedics are required to complete the conditions as stated in UFA Policy –New Hire Requirements and Process.

1.0 Minimum Requirements for Hire

1.1 18 years of age.

- 1.2 Valid Driver License.
- 1.3 High School diploma or equivalent.
- 2.0 Establishing the Hiring Registry
 - 2.1 An Entry Hiring Registry will be created in accordance with UFA Policy and Procedure - Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc.
 - 2.2 A written exam will serve as the initial “hurdle” and will be offered on multiple dates. At least the top seventy scoring individuals, plus any individuals tied at the same score, will automatically move on to the physical performance exam. Additional candidates may be considered based on the number of potential vacancies and the anticipated duration of the registry.
 - 2.3 Preference points as calculated in accordance with UFA Policy and Procedure - Preference for Entry Level Examinations will then be added to the written test scores to determine an adjusted, final written score. Those individuals whose final written score, with applicable preference points added, is above the established cut-off score will also be eligible to advance to the physical performance exam. Preference points will only be used during the hurdle process and will not be calculated into final scores.
 - 2.4 The Physical Performance Exam will be applied in accordance with UFA Policy 100-185 Firefighter Physical Agility Test (FPAT). Individuals who complete the FPAT at or below the established cut-off time will automatically move on to the oral board interview. Internal evaluators/proctors will conduct this portion of the exam with IAFF Local 1696 invited to observe.
 - 2.5 Oral Board interview: Internal and/or external evaluators will be used for scoring. A representative of IAFF Local 1696 will be invited to observe but will not be an evaluator.
 - 2.6 The Merit System Coordinator will rank the candidates who complete the physical performance exam at or below the established cut-off time, by utilizing 10% of the written score and 90% of the interview score, to determine the hiring registry. This registry is valid for up to 12 months; however, for good cause, the Fire Chief may request the Board of Directors to extend the registry for up to 12 additional months, in accordance with UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries.
 - 2.7 At each hiring from the registry, the Fire Chief has the discretion to select any individual on the certified hiring registry.
 - 2.8 As candidates are hired, they are removed from the hiring registry. If a candidate rejects an offer of employment, the Fire Chief has the option of removing them from the registry, in accordance with UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries.

3.0 Banding of Candidates

- 3.1 The Fire Chief will invite, at a minimum, all individuals who served as evaluators, proctors, observers or administrators of the Oral Board Interview and Local 1696 to discuss the candidates, in order to determine the banding of all candidates. Banding will be based on the group's experiences with the candidates, including performance and behavior during the hiring process and any prior work history.
- 3.2 The candidates will be placed in bands for the purpose of prioritizing the background investigations and conditional offers of employment. The candidates with the strongest values and highest potential for success are placed in the higher bands with Band A being the highest band.
- 3.3 The Candidates will be notified of the band they were assigned to and provided with routine updates on the status of their band. Candidates will not be notified of their specific position on the hiring registry at this point in the process.
- 3.4 Generally, the top bands will be forwarded immediately for background investigations based on the number of firefighter vacancies available. Additional bands can be advanced for consideration for the duration of the hiring registry.

4.0 Background Investigations

- 4.1 Candidates will be given a contingent offer of employment and advanced to the Background Investigation phase based on the hiring band they were assigned and the estimated number of firefighter vacancies the Fire Chief plans to fill during this hiring. Each candidate will be required to complete a background packet.
- 4.2 The Special Enforcement Division will conduct background investigations for the bands assigned to them. The background process will be in accordance with UFA Policy - New Hire Requirements and Process. Special Enforcement may make a recommendation on any candidate based on their findings.

5.0 Final Offers of Employment

- 5.1 After reviewing the findings of Special Enforcement, under the direction of the Assistant Chief of Emergency Services, a determination will be made as to who will be recommended to receive a final offer of employment. These offers will be made in accordance with UFA Policy and Procedure – New Hire Requirements and Process.
- 5.2 The Fire Chief will make the final offers of employment after the contingencies are met.
- 5.3 If an individual receives a final offer of employment and is unable to start or complete the recruit academy due to a military deployment, that individual has an opportunity to be reinserted into the process immediately following their deployment. The individual must make the request as soon as possible upon return and keep the HR department informed of their deployment status and

contact information. A position in the next recruit academy will be contingent on an updated background investigation, medical examination, drug testing, and employee eligibility verification.

- 5.4 If an individual receives a final offer of employment and is experiencing a personal hardship that would cause them to be unable to start or complete recruit academy, they may petition the Fire Chief for consideration to be reinserted into the process at the Background Investigation phase in the next hiring process. Requests must be submitted within 30 days of their rejection of the offer or from separation of employment in the recruit academy. The Fire Chief will consider each request on a case-by-case basis. If an offer is extended to the individual, the position in the next recruit academy will be contingent on successfully completing the FPAT at or below the established cut-off time, an updated background investigation, medical examination, drug test, and employee eligibility verification.

- 5.4.1 If the individual is not available within 12 months (or the next hiring opportunity if it is longer than 12 months), they will be required to compete for the position alongside all applicants at that time as previously defined in this policy.

- 6.0 Seniority ranking will be based on the individual's date of hire first and then their rank on the Entry Hiring Registry. Individuals as described in 5.3 will be ranked first in the next hiring process.

- 6.1 In mixed recruit camps involving both Special Hire Firefighters and Entry Level Firefighters and Paramedics, Special Hire Firefighters will be ranked first for the purposes of determining seniority.

- 7.0 For information related to Paramedic pay and qualifications, refer to UFA Policy and Procedure - Entry Level Firefighter and Paramedic.

Replaces policy dated: December 18, 2024