

	<b>UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL</b>	
	Affiliation: Administration Policies	
	Title: <b>Firefighter Specialists</b> Number: <b>910 - 080</b>	
	Approved: 2/1/2024	By: Fire Chief Dominic Burchett
	Last Reviewed: 3/12/2024	By: HR Director Kiley Day

## REFERENCES

[UFA Policy and Procedure – General Human Resources 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 – Occupational Licensure and Certification Requirements](#)  
[UFA Policy and Procedure – EMS Skills Evaluation and Remediation](#)  
[UFA Policy and Procedure – Paramedic Lateral Process](#)  
[UFA Policy and Procedure – Operational Rank Skills Assessment](#)

## PURPOSE

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

## 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. For positions involving a registry, this notice will be posted at least one month prior to the date of the written exam portion of the process.

For positions not involving a registry, this notice will be posted for a period of at least fifteen calendar days. The recruitment notice will be accompanied by a job description and will include information regarding the process to apply, the specific minimum requirements and an overview of the selection process including anticipated dates.

## OVERVIEW OF THE POSITION AND DEVELOPMENT OPPORTUNITIES

### 1.0 Minimum Requirements (all Specialties):

- 1.1 Valid Driver License and valid EMT, AEMT or Paramedic licensure.
- 1.2 Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter.



- 1.3 Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position. The Fire Chief may, based on the needs of the Department, modify the years of employment requirement for certain specialties.
- 1.4 Firefighter Specialist positions may have additional requirements as identified in Appendix A of this policy and in their unique job descriptions. Supervisors are required to ensure that minimum requirements in this policy and in the associated job descriptions are kept up-to-date. Supervisors are also required to ensure that employees under their supervision complete the listed requirements by the deadlines stated or amend the deadline if necessary and continue tracking.

2.0 Requirements for promotion to Specialist II (all Specialties):

- 2.1 Successful completion of five (5) years of full-time employment in a sworn UFA Firefighter position, and a minimum of three (3) years as a UFA Specialist (any Specialty or combination of Specialists).
  - 2.1.1 Paramedics hired through the Paramedic Lateral Process must have three years as a full-time paramedic, in addition to five (5) years of full-time employment in a sworn Firefighter position, to be eligible for promotion to Paramedic II (see UFA Policy and Procedure – Paramedic Lateral Process).
- 2.2 NIMS 703 (most recent iteration).
- 2.3 UFRA NFPA Fire Instructor I certification or accepted equivalent.
- 2.4 Either UFRA NFPA Fire Inspector I or UFRA Company Officer Inspector or accepted equivalents of the same.
- 2.5 Most Specialties will have additional requirements for Specialist II (and III) as identified in Appendix A of this policy and in their unique job descriptions. Supervisors are required to ensure that minimum requirements in this policy and in the associated job descriptions are kept up to date. Supervisors are also required to ensure that employees under their supervision complete listed requirements by the deadlines stated or amend the deadline if necessary and continue tracking.

**NOTE:** The position of Specialist III is Division and rank specific, the positions must receive prior approval from the Fire Chief. They must be presented and approved as part of the annual budget process based on the value they bring to the organization. They are not a given or guaranteed.

- 3.0 Establishing the Promotional Registry – Engineer, Hazardous Materials Specialist and Heavy Rescue Specialist
  - 3.1 A promotional process will normally be administered during the fall of odd-numbered years for Engineer and as needed for the other positions. A promotional registry will be created in accordance with UFA Policy and Procedure - Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc.



- 3.1.1 If necessary, to screen down the number of candidates to a lesser number for the assessment process, a written exam will serve as the initial “hurdle”. The exam will be an evaluation of general knowledge and will be based on selected UFA policies or training materials and other written sources, such as textbooks. Administration will identify these materials at least thirty (30) days prior to the scheduled date of the written exam. In addition to serving as the “hurdle” test, the written exam score may also account for a portion of the final score as indicated in paragraph 3.1.3.
- 3.1.2 An assessment process will be administered to evaluate the candidates based on skills specific to the specialty and the details provided in the job description, particularly the principal responsibilities and leadership competencies. A mix of internal and external evaluators will be used for scoring. Internal facilitators will also be utilized and IAFF Local 1696 will be invited to observe all exercises.
- 3.1.3 Final scores will be issued based on the weights identified in the recruitment notice. Seniority will account for five percent of the final score. Individuals will be rank ordered on the promotional registry according to their final score. Individuals who do not receive a passing score on the assessment process will not be placed on the final registry.

#### 4.0 Selecting from the Promotional Registry

- 4.1 For the period of time the promotional registry is in effect, as vacancies occur, individuals will be considered for selection/promotion following the ‘rule of three’ (considering the top three ranked candidates from the registry for the first vacancy plus one additional candidate for each additional vacancy). The Merit System Coordinator will present this selection list to the Fire Chief for consideration.
- 4.2 Each Candidate will have an interview with internal evaluators selected by the Fire Chief. Local 1696 will be invited to participate as an observer during the interview, however, Local 1696 will not be a participant in the final deliberation.
- 4.3 After the interview, the Fire Chief has the discretion to select any one of the candidates and may consider any related information during this deliberation phase of the process. Information such as the employee’s personnel file, annual evaluations, or follow up discussions with other personnel are typical areas that may be reviewed.
- 4.4 Those candidates not selected will retain their rank (or adjusted rank) on the promotional registry to be considered for future vacancies.

#### 5.0 Selection Processes for All Other Specialties

- 5.1 Selection processes will be conducted only as needed when vacancies occur.
- 5.2 To participate in the process, candidates will submit a resume and cover letter. If it is necessary to cut down the number of candidates to a lesser number (as



stated in the recruitment notice), this will be done based on a review of the candidates' resumes and cover letters.

- 5.3 Each candidate who advances will have an interview with internal evaluators selected by the Fire Chief. Additional assessments may be included as part of the process, such as an evaluation of practical skills and/or a written test. Local 1696 will be invited to participate as an observer during the interview, however, Local 1696 will not be a participant in the final deliberation.
- 5.4 The Fire Chief has the discretion to select any one of the candidates after the interview and may consider any related information during this deliberation phase of the process. Information such as the employees personnel file, annual evaluations, or follow-up discussions with other personnel are typical areas that may be reviewed.
- 5.5 No on-going registry is established; new processes will be conducted each time there is a new vacancy (or group of vacancies).
- 5.6 Firefighter Specialist vacancies within the Specialty Programs (HazMat and Heavy Rescue) will be filled as assignments from among the pool of individuals currently holding the specific specialty rank (i.e. Engineer or Paramedic). The process listed in paragraphs 5.1 to 5.5 will be followed to fill these assignments with the only difference being that the candidate pool is limited, and the Assistant Chief over Emergency Services will make the selection.
- 5.7 For individuals who participate in a UFA-sponsored Paramedic Training Program (e.g. Utah Valley University), once they obtain Paramedic Licensure and pass an assessment conducted by the EMS Division in accordance with UFA Policy and Procedure - Paramedic Skills Evaluation and Remediation, they may be promoted to Paramedic Specialist. It is expected that those individuals will function as a paramedic for a minimum of two (2) years. If there are more candidates than available slots, the EMS Division will administer a selection process in conjunction with the HR Division to determine which individuals are selected for promotion.
  - 5.7.1 Individuals who complete a Paramedic Training Program on their own may be considered for promotion to Paramedic Specialist if there is an operational need and if there are vacancies available. Requests for promotion should be directed to the Operations Chief and Assistant Chief of Emergency Services, who will make the determination. As part of the promotional process, individuals must pass an assessment conducted by the EMS Division in accordance with UFA Policy and Procedure - EMS Skills Evaluation and Remediation.
  - 5.7.2 Paramedic recruits hired from a lateral process are required to maintain their Paramedic licensure as a condition of employment until they promote or transfer out of the rank, however, the Fire Chief may consider all requests for a voluntary demotion as outlined in paragraph 7.1.
- 5.8 For the positions in the Appendix designated with an \*, civilian employees who meet the minimum requirements for the position as stated in the approved job description are also eligible to apply and compete during the initial internal



recruitment. If a civilian employee is selected for the position the job title will be Specialist and the pay grade will be commensurate with the pay grade established for the position on the Firefighter Pay Plan. While the Fire Chief will strive to select an individual from among the internal applicants for 40-hour day staff specialist positions, if the right candidate is not found internally, the Fire Chief may choose to fill this vacancy from outside the organization in accordance with UFA Policy and Procedure – Filling of Job Vacancies.

- 6.0 When a Firefighter is selected for a Specialist position, the resulting action is a promotion. When an already-promoted Specialist is selected for the position, the resulting action is a transfer. Firefighter Specialists may request to return to a Specialist position which they previously held and competed for through a promotional process if there is a vacancy and at the discretion of the appropriate Section Chief (Assistant Chief). For field positions, the Emergency Operations Assistant Chief or Operations Chief may require the individual to complete a skills assessment for the position, in accordance with UFA Policy and Procedure - Operational Rank Skills Assessment, before making a decision regarding the return.
  - 6.1 In order to transfer to a new type of Specialist position, current Firefighter Specialists must compete in the required promotional registry establishment process (Engineer, Hazardous Materials Specialist or Heavy Rescue Specialist) or selection process (all other Specialist positions).
  - 6.2 If an individual is selected for promotion to a Specialist position from a Promotional Registry (Engineer, Hazardous Materials Specialist, Heavy Rescue Specialist), they will have the option of choosing to transfer to the new position or remain in their current position. If the individual elects to remain in their current Specialist position, the selection processes as described in 4.0 or 5.0 will apply.
  - 6.3 A specialist serving in a staff position has the option of taking a bid in Operations prior to the position being filled from a Promotional Registry. In this case, the staff Specialist vacancy will be filled in accordance with paragraph 5.0.
- 7.0 Licensed paramedics working primarily in any of the other specialist positions will be compensated at the Paramedic Specialist rate on the Firefighter Pay Plan as long as they agree to function as a working paramedic for UFA.
  - 7.1 Firefighters who hold more than one specialty and would like to stop functioning as a working paramedic for UFA may ask to do so by sending a written request through their chain of Command. The Fire Chief may consider all requests for voluntary demotion. If approved, the resulting action will be the removal of Paramedic Specialty pay and the employee would be compensated in accordance with the pay rate established on the Firefighter Pay Plan.
    - 7.1.1 If a firefighter would like to return to functioning as a UFA Paramedic, they may do so by following the process outlined in paragraph 5.7.1.
    - 7.1.2 As stated in UFA Policy and Procedure - Occupational Licensure and Certification Requirements, firefighters are required to maintain either a paramedic or EMT/AEMT licensure as a condition of employment.



## **APPENDIX A**

### **Additional Requirements for Specialist Positions**

Supervisors are required to ensure that minimum requirements in this policy and in the associated job descriptions are kept up to date. Supervisors are also required to ensure that employees under their supervision complete listed requirements by the deadlines stated or amend the deadline if necessary and continue tracking.

**In addition to the minimum requirements for all Specialists listed in paragraph 1.0, and the requirements for promotion to Specialist II listed in paragraph 2.0, the following are specific requirements for each Specialty:**

#### **Emergency Management Operations Specialist\***

Minimum Requirements:

- Completion of the following courses:
  - FEMA ICS 300, ICS 400, IS-703.B, IS-2200, IS-247.B, E/L/G-191, and E-449 (as soon as possible after selection based on course availability)
  - FEMA IS-100, IS-200, IS-700, and IS-800
  - IS-701, IS-702, IS-775, and E-947 (within one year of selection based on course availability)

Desirable Qualifications:

- International Association of Emergency Managers (IAEM) Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM)
- Master Exercise Practitioner
- FEMA E/L 947 EOC/IMT Interface
- Utah Certified Emergency Manager (UCEM) or Associate Emergency Manager
- Experience with the development and use of WebEOC
- Associate's degree (or higher) in a related field

#### **Emergency Management Intelligence Specialist\***

Minimum Requirements:

- Experience as an Intelligence or Criminal analyst for a government agency
- FBI/DHS Secret (minimum) clearance (within one year of selection and based on course availability)
- TCCC (Tactical Combat Casualty Care) Instructor Certification (within one year of selection and based on course availability)
- FEMA IS-100, IS-200, IS-700, and IS-800 (within three months of selection and based on course availability)
- ICS-300, and ICS-400 (within one year of selection and based on course availability)

Desirable Qualifications:

- FEMA Mitigation courses
- FEMA Recovery Operations courses
- Utah Certified Emergency Manager (UCEM) or Associate Emergency Manager (UAEM) certification
- Graduate degree in a related field

#### **Emergency Management GIS Specialist\***

Minimum Requirements:



- Two (2) years of work experience in GIS (related educational experience, including but not limited to internships and other placement programs, may be considered as a substitute for a portion of the required education, done so at the discretion of the hiring team and evaluated on a case-by-case basis).

**Desirable Qualifications:**

- GIS certification from an accredited college or university, the Geographic Information Systems Certification Institute (GISCI), or Environmental Solutions Research Institute (Esri)
- Graduation from an accredited college or university with a Bachelor's degree (consideration given to candidates with a graduate degree) in GIS, Geography, Urban Planning, Civil Engineering, Cartography, or a closely related field with an emphasis in GIS
- Knowledge of emergency management, fire department, and homeland security concepts; local government agency obligations under the National Response Framework
- NIMS and ICS (IS 100B, IS200B, IS-700A, and IS-800B)
- Experience with WebEOC, Intterra, and/or Versaterra software and technologies

**Emergency Management Planning Specialist\***

**Minimum Requirements:**

- Verified training and/or intern experience in an emergency management organization or other emergency response organization including cities, school districts, special districts and/or non-profit response organizations
- Bachelor's degree in emergency management or closely related field

**Desirable Qualifications:**

- Basic National Incident Management System (NIMS) certification this is understood to be completion of FEMA IS-100, IS-200, IS-700, AND IS-800 (within one year of selection and based on availability)
- FEMA Mitigation courses
- FEMA Recovery Operations courses
- FEMA CPG 101 courses
- FEMA THIRA CPG 201 understanding
- FEMA Disaster Debris Management courses
- FEMA EOC Operation courses
- WebEOC and associated Juvare products

**EMS Division Specialist (EMS Training Specialist)\***

**Minimum Requirements:**

- Successful completion of the following after selection and when available:
  - State-mandated EMS Instructor Certification
  - State-mandated Course Coordinator Certification
  - AHA BLS, ACLS & PALS Instructor Certification

**Desirable Qualifications:**

- State-mandated Medical Training Officer

**EMS Division Specialist (Biotech Specialist)\***

**Minimum Requirements:**

- Must meet all requirements of Paramedic
- Zoll Technician Certification after selection and when available



## **Engineer**

Minimum Requirements:

- Successful completion of UFA's Engineer School (or another comparable course approved by the Fire Training Division)
- Successful completion of a UFA Tractor Drawn Aerial task book within six months of promotion.

## **Fire Prevention Specialist\***

Minimum Requirements:

- None additional

Minimum Requirements for promotion to Specialist II:

- International Code Council (ICC) Fire Inspector I certification.

**Note:** If a Specialist II enters the Fire Prevention Division, they must obtain ICC Fire Inspector I within one year of selection.

Minimum Requirements for Specialist III:

- Maintain all requirements for Fire Prevention Specialist I/II.
- One year as a Fire Prevention Specialist II
- ICC Fire Inspector II

## **Fire Training Specialist**

Minimum Requirements:

- Fire Instructor 1

Desirable Qualifications:

- Successful completion of Engineer School

## **Hazardous Materials Specialist**

Minimum Requirements:

- Utah State Hazardous Materials Technician Certification. With approval of the Fire Training Division and the Special Operations Division Chief, this certification may be substituted with the following:
  - Hazmat Science (80 hours) and Technician Psychomotor (40 hours) OR hands-on Psycho-motor Skills, Fire Chemistry I and Hazardous Materials On-Site Practices (HMOSP)

Minimum Requirements for Specialist II:

- Meet the minimum requirements for entry-level position.
- 40 Hours of UFA Hazardous Materials Program Manager approved Hazmat training (COBRA, Nevada Test Site, Dugway etc.), as approved by the Special Operations Division Chief
- 20 Hours as a Lead Instructor in Hazmat courses, approved by the Special Operations Division Chief

## **Heavy Rescue Specialist**

Minimum Requirements:

- Successful completion of the following:
  - Technician-level Rope Rescue
  - Technician-level Trench Rescue
  - Technician-level Vehicle Extrication
  - Technician-level Confined Space Rescue
  - Awareness-level Structural Collapse

Minimum Requirements for Specialist II:



- Successful completion of the following:
  - Technician-level Rope Rescue
  - Technician-level Trench Rescue
  - Technician-level Structural Collapse (FEMA US&R SCS)
  - Technician-level Vehicle Extrication
  - Technician-level Confined Space Rescue
  - Technician-level Swift Water Rescue

(Note—All Operations and Technician courses/classes must meet or exceed minimums for NFPA Standard 1006 and 1670.)

### **Investigator\***

Minimum Requirements:

- Must be able to pass a baseline medical fitness examination and maintain sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing, including bomb suits, Level A & B CPE, and tactical body armor.
- Successful completion of the following is required after selection and when available:
  - Utah State certification as a POST Special Functions Police Officer or Law Enforcement Officer
  - FBI/DHS Secret Clearance
  - Training that meets or exceeds 29 CFR 1910.120 (HAZWOPER) (Utah State Hazardous Materials Technician Certification exceeds this requirement)
  - FBI HDS certification as a Bomb Technician
  - Completion of National Fire Academy Fire Investigator Course
  - Completion of FBI basic Post Blast Investigation course
  - IAAI Fire Investigations Technician or Certified Fire Investigator

### **JATC Fire Science and EMT Program Coordinator Program (Seasonal)**

This position will be filled as seasonal assignments for the duration of the academic school year. For this assignment, the resulting action will be Acting-in for a Firefighter and a transfer for an already promoted Specialist. At the end of the academic school year, the individual will return to their regular position.

Minimum Requirements:

- Two years of experience as a UFA employee as a Firefighter, Firefighter Specialist or Paramedic Specialist
- Instructor I certification
- Must be able to pass a Jordan School District Background check
- Successful completion of the following is required after selection and when available:
  - State-mandated EMT Instructor certification
  - State-mandated Course Coordinator certification

### **Logistics Specialist (Respiratory Protection Specialist)\***

Minimum Requirements:

- Successful completion of the following is required after selection and when available:



- Class B Commercial Driver License (within one year of selection)
- MSA CARE certified air mask repair education certificate (within one year of selection)
- NFPA 1851 Standard Certification (within one year of selection)
- Forklift Operator Certification (within one year of selection)

### **Paramedic**

#### Minimum Requirements:

- State of Utah Paramedic License and additional UFA requirements for paramedics as referenced in UFA Policy and Procedure – Paramedic Skills Evaluation and Remediation.

**Note:** Paramedic may be a direct entry position. Paramedic recruits will be paid as a Paramedic Specialist on the Firefighter Pay Plan and be assessed by the EMS Division as indicated in UFA Policy and Procedure – Paramedic Skills Evaluation and Remediation. Paramedic recruits who are hired in accordance with UFA Policy and Procedure – Paramedic Lateral Process, may be hired above the starting pay rate as indicated in the policy.

### **Public Information Officer\***

#### Minimum Requirements:

- Successful completion of the following is required after selection and when available:
  - CERT Trainer certification
  - Basic PIO – G290, JIC/JIS G291

#### Desirable Qualifications:

- All Hazards PIO (L952)
- NWCG PIO (S203)
- Experience in EMAC, USAR or single resource deployments or an active member of the UFA single resource program.
- Ability to deploy on an EMAC or USAR request.

### **Wildland Division Specialists**

#### Minimum Requirements:

- Maintain NWCG Red Card
- NWCG FFT1 qualified
- NWCG ICT5 qualified
- FAL2 qualified

#### Desirable Qualifications:

- NWCG single resource boss qualified
- NWCG ICT4 qualified
- FAL1