

NORTH COUNTY FIRE PROTECTION DISTRICT

www.ncfireprotectiondistrict.org

330 S. Main Avenue

Fallbrook, California 92028-2938

Phone: (760) 723-2005

Fax: (760) 723-2072

BOARD OF DIRECTORS

RUTH HARRIS
BOB HOFFMAN
FRED LUEVANO
KENNETH E. MUNSON
KATHLEEN THUNER

STEPHEN J. ABBOTT- Fire Chief/CEO - sabbott@ncfire.org
ROBERT H. JAMES - District Counsel Robert James - roberthjameslaw@gmail.com
LOREN A. STEPHEN-PORTER - Board Secretary - lstephen@ncfire.org

SINGLE ROLE EMERGENCY MEDICAL TECHNICIAN OPEN RECRUITMENT

DATE OPENED	June 11, 2018
FILING DEADLINE	Friday, June 22, 2018 @ 4:00pm
BASE SALARY	Level I - \$11.00 per hour / Level II - \$12.00 per hour
EMPLOYMENT TYPE	Part Time
WORK LOCATION	Station to be determined
TEST DATE:	Week of July 9-13, 2018

POSITION:

The North County Fire Protection District is accepting applications from qualified candidates for the position of Single Role Emergency Medical Technician. This position is not represented by the Fallbrook Firefighter's Association Safety or Non-Safety Bargaining groups. This is a Non-Firefighter position. Under the supervision of a Fire Captain, the Single Role EMT provides basic medical care and transport of the ill and injured to hospitals or other emergency care facilities; responds to a variety of emergency and non-emergency calls for service; participates in community risk reduction and public education activities; performs station and equipment maintenance; and performs a variety of other duties relative to assigned areas of responsibility.

HOURS OF WORK:

Single Role EMTs may be assigned 10, 12 or 24 hour shifts as necessitated by the District. On 24-hour shifts, regularly scheduled activities are generally performed from 0800-1700 and emergency call responses are performed throughout the work shift. During "regular work hours", employees are provided two 15-minute breaks and a 60-minute lunch break. Due to Single Role employees being classified as 40-hour employees, any hours worked in excess of 40 hours per week will be paid as 1 ½ times the regular rate of pay in accordance with the Fair Labor Standards Act (FLSA).



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Responds to emergency and non-emergency medical calls for service and provides basic life support functions as indicated.
- Assists Paramedics in delivering medical care.
- Participates in the delivery of emergency and non-emergency medical and health care.
- Supports and assists other fire and medical personnel as directed on medical calls.
- Transports patients and staff to/from medical facilities in a safe, timely manner.
- Documents and completes all reports such as: pre-hospital care reports, incident reports, travel information and training and continuing education records as per Policy.
- Becomes familiar with and maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA) as per Policies.
- Maintains records and logs of work completed and in-progress.
- Performs decontamination procedures in compliance with CalOSHA regulations.
- Completes mechanical checklist for vehicles at the start/end of each shift.
- Stays current on new innovations relative to community risk reduction and emergency medical services.
- Performs community risk reduction inspections and pre-incident planning.
- Studies and keeps up to date on community geography, District rules, regulations, procedures and other training and job-related materials.
- Gives informative and educational tours of the fire station to school children and other citizens; explains the functions of the Fire District; participates in other public relations activities.
- In the event of a major emergency, may be called in from off duty to work an extended period of time and is expected to respond per Policy.
- Performs related duties and responsibilities as required.

MINIMUM REQUIREMENTS:

1. **EXPERIENCE:**

- No experience required, prior experience working as an EMT is preferred.

2. **EDUCATIONAL REQUIREMENTS:**

- High School Diploma or GED.

3. **LICENSES AND CERTIFICATIONS:**

3.1 Required prior to close of application period:

- By close of application period, applicant must have letter of completion from a State/Nationally Accredited EMT program

3.2 Required prior to appointment:

- Must have and maintain a valid Class "C" California Driver's License with an Ambulance Driver Certification. Must be insurable and maintain this status with the District's all-risk insurance carrier.
- A valid State of California Emergency Medical Technician (EMT-1) Certificate, or a current State of California Paramedic License.
- Current Healthcare Provider CPR Card.

3.3 Required during first year of employment:

- California State Certified Hazardous Materials First Responder Awareness level training within the first year of employment

GENERAL KNOWLEDGE AND EXPERIENCE:

THIS POSITION REQUIRES GENERAL KNOWLEDGE AND EXPERIENCE WITH:

- Applicable federal, state, county and North County Fire Protection District regulations, practices and procedures.
- Emergency vehicle maintenance and safe operation, including all applicable federal and state driving licenses.
- Emergency ambulance transportation procedures including use of emergency medical equipment, gurney operations, and safe emergency work practices.
- Infectious control procedures and North County Fire Protection District's Policies on the same.
- Emergency radio communication procedures.
- Geography and street layout of the District and surrounding area.
- California vehicular laws related to operation of ambulances.
- Pertinent federal, state and local laws, codes and regulations.
- English usage, spelling, grammar and punctuation.
- Principles and practices of customer service.

THE POSITION REQUIRES THE ABILITY TO:

- Perform competently under extreme pressure and in stressful situations.
- Make accurate observations and rapid judgments.
- Deal tactfully and effectively with the general public.
- Work cooperatively with others and contribute to a successful team effort.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Read electronic and incident maps, follow map directions.
- Work effectively in difficult and hazardous emergency situations and environment and carry out work assignments as instructed.
- Safely and properly transport patients during ambulance transportation.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Maintain physical condition, endurance and agility appropriate to the performance of assigned duties and responsibilities.

SPECIAL REQUIREMENTS:

- Must be at least eighteen (18) years of age.
- Applicants shall not have Federal or State felony convictions.
- Applicants may be subject to a background check.
- Applicants must have the ability to pass a psychiatric examination.
- Employees are required to remain a non-smoker throughout employment and shall sign an Agreement to that effect.

Job Announcement: Single Role EMT
Page 4 of 6

- Single Role EMTs are required to successfully complete a mentorship period and Orientation Task Book

BENEFITS OF EMPLOYMENT:

WORK SCHEDULE:

Single Role EMTs may be assigned 10, 12 or 24 hour shifts as necessitated by the District.

RETIREMENT:

Full-time Single Role employees will be added to the CalPERS system upon assignment. Part-time employees that are previous CalPERS members or reach a total of 1,000 hours within a fiscal year with the District will receive CalPERS retirement benefits. Once eligible, the employee remains and active member. The employee will be responsible for paying the full "employee rate" for their membership class.

Benefits provided by the Public Employees' Retirement System (PERS) for either "CLASSIC" employees or "NEW" employees, as defined by the California Pension Act of 2013.

- CLASSIC employees with 2.7% at age 55 formula for Non-Safety employees. Employees with this classification are responsible for their 8% contribution.
- A "NEW" employee is defined as: A new hire who becomes a CalPERS members for the first time on or after January 1, 2013, and who has no prior membership in any other California Public retirement system, or who is not reciprocal with another California public retirement system; A new hire who is brought into the CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; or an established member prior to January 1, 2013, who is hired by a different CalPERS employer after January 1, 2013, after a break in service greater than six months. The District provides retirement benefits described in California Government Code, Section 7522.25, known commonly as 2.0% at 62. Final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement.
- A "NEW" employee shall pay the higher of six and a half percent (6.5%) or one-half the total normal cost [up to a maximum of twelve percent (12%)] as determined by CalPERS, as their employee retirement contribution.

HEALTH INSURANCE: Health insurance benefits are provided to Single Role employees in accordance with the Affordable Care Act.

SICK LEAVE: Sick leave is accrued at a rate of one (1) hour for each thirty (30) hours worked. Sick leave may be accrued to a maximum of 400 hours and has no cash value upon separation from the District.

ANNUAL LEAVE: Annual leave is accrued biweekly at a rate of ninety-six (96) hours annually, up to a maximum of 480 hours for **EMTs assigned to a full-time schedule only.**

UNIFORMS: The District provides all required uniforms.

HOW TO APPLY:

Complete application packages must be submitted to Human Resources no later than 4:00 p.m. on Friday, June 22, 2018. Incomplete applications will not be considered. The NCFPD application is accessible here: [NCFPD Employment Application](#) or 330 South Main Ave. Fallbrook CA 92028-2938 in

Job Announcement: Single Role EMT
Page 5 of 6

Human Resources. Completed application packets must be submitted to: North County Fire Protection District, Human Resources – 330 S. Main Avenue, Fallbrook, CA 92028-2938.

The following components are necessary for a complete application package:

- NCFPD Application for Employment
- Copy of Current Driver's License
- Copy of Current Ambulance Driver's License
- Copy of EMT or Paramedic License OR by close of application period, applicant must have letter of completion from a State/Nationally Accredited EMT program
- Current Healthcare Provider CPR Card
- Resume
- Single Role EMT Checklist

For questions regarding the application process or the position, contact Human Resources at recruitment@ncfire.org or 760-723-2039.

TEST PROCESS:

COMPONENTS:

Review of credentials/application materials. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.

Assessment center may consist of, but not limited to, any of the following:

- Oral Interview
- Simulation Exercise

Test Dates: Week of July 9-13 2018.

Candidates should plan on attending all test dates until a schedule is developed.

In order to successfully pass the evaluation process, a candidate must successfully pass **each** component of the exam; a combined total score that comprises a passing grade is unacceptable if **any** portion of the exam was not successfully passed. Regardless of the classification/category of the employee, there will be no retesting of any portion of the examination for which a passing grade is not received. Candidates who successfully will be put on an eligibility list for six months.

SELECTION PROCEDURE:

This job announcement is to create a list for potential future vacancies.

NCFPD Standards of Continued Employment Policy requires all employees to pass an annual physical fitness test and refrain from tobacco use throughout employment.

Should there be an insufficient number of qualified applicants, the District reserves the right to extend the final filing deadline and/or modify application requirements. The provisions of this announcement do not constitute, express or imply a contract. Any of the provisions contained in this announcement may be modified or revoked without notice.

**All material received in this application and testing process
will remain confidential.**

The North County Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender

Job Announcement: Single Role EMT
Page 6 of 6

identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

DISCLAIMER: The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.