

**INFORMATION FOR OPEN COMPETITIVE  
APPLICATION and EXAMINATION PROCESS FOR  
Full Time Firefighter/Paramedic  
PLEASE READ CAREFULLY – NO EXCEPTIONS**

**QUALIFICATIONS**

**U.S. CITIZEN:** Applicant must be a citizen of the United States and permanently reside within twenty-five (25) miles of the city limits of Willoughby Hills by six (6) months after appointment.

**AGE:** To be eligible for appointment to the Willoughby Hills Fire Department, applicant must be age 18 on or before the date of the written examination and in accordance with Ohio Revised Code 124.1 “no person shall be eligible to receive an original appointment after his or her 31<sup>st</sup> birthday.” However, the Commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service in the Police and Fire Pension System by age 65. Maximum age of 35, even with lateral transfer.

**LATERAL TRANSFER:** Lateral Transfer of Benefits may be granted to individuals by the Appointing Authority (Mayor/Safety Director). You must indicate in writing any consideration for the benefit transfer to the Appointing Authority.

**EDUCATION & TRAINING:** Completion of a high school education or equivalent and a valid Ohio driver’s license is required. Applicant must have their Ohio Full Time Firefighter and Ohio Paramedic Certifications to apply.

**PHYSICAL CONDITION:** To be certified, applicant must be able to pass a physical agility test, medical examination, psychological assessment, and any and all other tests required by the Commission.

**APPLICATIONS** Applications will be available at Willoughby Hills City Hall, 35405 Chardon Road, Willoughby Hills, Ohio, beginning on Tuesday, May 2, 2017, through Friday, May 12, 2017 from 9:00 a.m. to 4:00 p.m.

**FILING DEADLINES:** Application packets will be accepted beginning at 9:00 am on Tuesday, May 16, 2017, through Friday, May 19, 2017, from 9:00 a.m. to 4:00 p.m. at the Finance Department. **NO APPLICATIONS WILL BE ACCEPTED AFTER 4:00 p.m. on Friday, May 19, 2017. ONLY THE FIRST 50 APPLICANTS WILL BE PROCESSED.**

**NOTARIZATION:** **All applications must be NOTARIZED.** (Notary can be obtained at City Hall)

**REFERENCES:** Every application must be accompanied by references (to include name, address and phone number) from not less than five (5) reputable citizens, preferably residents of Lake County, registered voters, not holding any elected or appointive city, state or county offices, each of whom, when contacted for verification can certify that he/she has been personally acquainted with applicant for at least the last two (2) years and believes the applicant to be of good moral character, of correct and orderly deportment, of temperate and industrious habits, and in all respects fit for the service he/she wishes to enter. Additional references may be required in any case at the discretion of the Commission or Appointing Authority.

DOCUMENTS TO BE  
ATTACHED:

Applications must be accompanied by **photocopies** of all documents requested in the information form.

1. Birth Certificate or Proof of U.S. Citizenship
2. High School Diploma or Equivalent
3. Valid Ohio Driver's License
4. Five Personal References (Name, Address & Phone Number)
5. Ohio Full Time Firefighters License (NFPA II)
6. Ohio Paramedic License
7. College Diplomas (Associate, Bachelors, Advanced Degrees)
8. Military Discharge Papers or Current Military I.D.
9. Copy of Combat Challenge Agility Test (within one year of Application date or completed before date of Appointment). This is at the candidate's expense.

**\*NO ORIGINAL DOCUMENTS WILL BE ACCEPTED AS THEY CANNOT BE RETURNED. SUBMIT PHOTOCOPIES OF DOCUMENTS ONLY AT THIS TIME.**

**EXAMINATION PROCESS**

WRITTEN EXAMINATION: **A written examination will be given at The Willoughby Eastlake School of Innovation, 32500 Chardon Road, Willoughby Hills, Ohio, on Saturday, June 3, 2017, at 9:00 a.m.** A valid driver license with photo will be required at sign-in. Any changes will be clearly explained before the beginning of the testing process. No one will be admitted to the examination after it has started.

The Commission will use the National Firefighter Selection Inventory, Written Examination from I/O Solutions, Westchester, IL. The written test is a multi-part examination that provides a comprehensive assessment of job-related personality traits and problem-solving abilities. Study materials are available through I/O Solutions at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

PHYSICAL AGILITY TEST: Applicants will be required to successfully complete a physical agility test consistent with the physical requirements of the position description. Applicant must provide copy of certificate of Firefighter Agility Test (aka- combat challenge) within seven-minute completion time. Certificate must be dated within a year of application date or completed at applicant's expense before time of appointment.

ORAL BOARD INTERVIEW: Applicants may be required to complete one or more oral board interviews with department staff members, Firefighting and EMS Professionals, Civil Service Commission members, and City administrators.

OTHER EXAMINATIONS: An extensive background investigation, a truth verification exam, and upon a conditional offer of employment, applicants will be required to successfully complete a psychological screening and a medical examination consistent with the requirements of the position description and the Ohio Police and Fire Pension Board.

GENERAL INFORMATION: The entire applicant evaluation process and examinations will be based on the requirements specified in the position description provided to each applicant.

*The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.*

Applicants should carefully review this information to ensure they meet the necessary requirements.

Because of the public records laws of the State of Ohio, the identity of applicants and application materials cannot be considered to be confidential.

### **ESTABLISHMENT OF LISTS AND APPOINTMENT PROCEDURE**

- ELIGIBILITY LISTS:** A list of applicants ranked according to their scores from which the certified list is drawn is called the “ELIGIBILITY LIST”. Total score consists of the score on the written examination plus any such extra credit points as applicant has applied for and been granted, and points accrued on the oral exam.
- CERTIFIED LISTS:** When a vacancy occurs in the Fire Department, the Commission is required to submit to the Safety Director a “CERTIFIED LIST” of the three (3) highest ranking applicants from the ELIGIBILITY LIST. The Safety Director may appoint anyone on the CERTIFIED LIST, after said person has successfully completed all other examinations.
- PLACEMENT ON LIST:** An applicant must receive a passing score on the testing process in order to be placed on the ELIGIBILITY LIST. Standing on the list will be based on the applicant’s composite score (including extra credits described below). Applicants with identical scores will be listed in the order in which their applications were filed.
- DURATION OF ELIGIBILITY LIST:** Eligibility lists shall remain in force for not longer than two (2) years, however, after one (1) year the Commission may abolish the standing list and hold new examinations as they see fit. The Commission may also combine two or more Eligibility lists to create one large list.
- THE APPOINTMENT:** When the Safety Director has requested and received from the Commission a CERTIFIED LIST of applicants for a position, he/she may select any one or more of the applicants so certified for the appointment. He/she may require personal interviews and/or additional testing if deemed necessary to make the best choice.
- EXTRA CREDIT:** Applicants eligible for and wishing to claim extra credit for college-level study in any field must file appropriate documentation with the Commission at the time of application. Failure to do so will forfeit claim to such extra credit. College-level study in any field will include any successfully completed courses normally required for attainment of an Associate Degree (Fire Science or Paramedic) or Baccalaureate Degree (in any field) at any accredited college or university. Proof of such achievement shall be a photocopy of an Official School Diploma, NOT a report card or other such notice.
- The City of Willoughby Hills only considers as acceptable those degrees from degree-granting institutions approved by one of two nationally recognized accredited organizations – either the U.S. Department of Education or the Council for Higher Education.
- COMPUTING CREDIT:** To receive extra credit, applicant must first attain a passing score of 70% or more on the written examination. Credit will be determined by adding the following points to the score and shall be added to the total score as follows:

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**4 POINTS:** U.S. Military Service (Honorable discharge or active service)

**2 POINTS:** Completion of an Associate Degree (Fire Science or Paramedic)

**4 POINTS:** Completion of a Baccalaureate Degree or Higher (Any Discipline)

**\*Maximum Education Points allowed is four (4) points.**

**6 POINTS: Points for Service: Willoughby Hills Fire Department**

Any applicant who has been an employee of the City of Willoughby Hills in a non-classified position will have a bonus added to his/her composite score of one-half (1/2) point for each six (6) months of satisfactory service as determined by the Safety Director. A maximum of six (6) points can be awarded.

**\*\*\*\*MAXIMUM EXTRA CREDIT ALLOWED TO ANY ONE APPLICANT IS TEN (10) POINTS**

**THE POSITION:**

The purpose of this examination is to create an ELIGIBILITY LIST from which applicants may be certified for appointment to the Willoughby Hills Fire Department as Firefighter/Paramedics.

**SCALE:**

All newly hired employees will start at Step 1 (Unless Lateral Transfer Granted) and will be required to serve a probationary period of sixteen (16) months. During such period, the Employer shall have the sole discretion to discipline or discharge such employee and any such action shall not be subject to appeal through any grievance or appeal procedure to the Civil Service Commission.

The material provided on these pages is for information purposes only the information provided is that currently available to the Civil Service Commission, which is not responsible for any errors.

Any person desiring information regarding the position of Firefighter/Paramedic and/or details regarding this test or procedures that are not covered herein, should submit his/her question(s) in writing to the secretary of the Civil Service Commission at the address shown on the first page. **Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.** No telephone inquiries will be accepted.

Neither the Civil Service Commission nor the City of Willoughby Hills are intending to create a contract and the contents of this form are for informational purposes only.

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