



City of Champaign Fire Department Firefighter Hiring Process



Candidates for testing and for appointment as a Probationary Firefighter must:

- Apply online at www.nationaltestingnetwork.com by November 12, 2016;
- Submit \$50.00 non-refundable application fee or apply and qualify for a waiver; candidates who complete the written examination will receive an automatic \$25.00 refund of the application fee.
- Be a U.S. Citizen or legally authorized to work in the U.S. (Must meet I-9 requirements at time of hire);
- Provide proof of a valid Driver's License;
- Provide proof of a high school diploma or equivalent;
- Be less than 35 years old by the date of the written examination, unless otherwise exempt by state statute and at least 21 years old by date of hire;
- Provide proof of completion of Candidate Physical Ability Test (CPAT) with any licensed agency issued no more than 12 months prior to the written exam date. CPAT certification must also be valid at time of conditional offer of employment;
- Provide proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date. Ladder Climb certification must also be valid at time of conditional offer of employment;
- Have no felony convictions and no misdemeanors related to fire/arson.

Candidates that meet these qualifications can proceed through the testing and selection process outlined below:

STEP 1 - OPTIONAL RECRUITMENT INFORMATION SESSIONS: AUGUST 23 OR OCTOBER 15, 2016

STEP 2 - WRITTEN EXAMINATION: AS SCHEDULED THROUGH NATIONAL TESTING NETWORK OR SEATED EXAMINATION IN CHAMPAIGN ON NOVEMBER 12, 2016

STEP 3 - ORAL BOARD INTERVIEW: NOVEMBER 28 – DECEMBER 1, 2016

STEP 4 - SUBMIT CPAT AND LADDER CLIMB CERTIFICATION: DECEMBER 1, 2016

STEP 5 - PLACEMENT ON INITIAL ELIGIBILITY LIST

STEP 6 - PREFERENCE POINTS

STEP 7 - PLACEMENT ON FINAL ELIGIBILITY LIST

STEP 8 - BACKGROUND INVESTIGATION

STEP 9 - FIRE CHIEF'S INTERVIEW

STEP 10 - FIRE CHIEF RECOMMENDATION FOR APPOINTMENT

STEP 11 - APPOINTMENT BY THE BOARD

STEP 12 - MEDICAL AND PSYCHOLOGICAL EXAMINATIONS

These steps are described in greater detail on the following pages.

The City of Champaign is an Equal Opportunity Employer. Qualified women, minorities and individuals with disabilities are encouraged to apply.

STEP 1 – OPTIONAL RECRUITMENT INFORMATION SESSIONS

Persons interested in learning more about the Champaign Fire Department, the position of firefighter, and the testing process are invited to attend an optional recruitment information session on one of the following dates.

TUESDAY, AUGUST 23, 2016 from 6:30 – 8:30 p.m. – OR –

SATURDAY, OCTOBER 15, 2016 from 10:00 a.m. – noon

Both sessions will be held at Fire Station One, 307 S Randolph St, Champaign. Spouses/significant others are encouraged to attend.

STEP 2 - WRITTEN EXAMINATION

When registering for the written examination through the National Testing Network website (www.nationaltestingnetwork.com), you will be required to select a testing date/location. You can opt to take the exam at one of NTN's testing facilities on any scheduled date between October 10 – November 12, 2016 or attend the seated examination in Champaign on November 12, 2016. The seated examination details are:

DATE: Saturday, November 12, 2016
LOCATION: White Oaks Ballroom, Hawthorn Suites, 101 Trade Centre Dr, Champaign
TIME: 8:30 a.m. to 11:30 a.m. Doors open at 8:00 a.m. No late entries allowed.
BRING: Current valid state-issued photo identification.

**Anyone arriving after the specified start time will not be allowed to participate in the testing.
No exceptions will be allowed.
Allow enough time to park and arrive at the testing room PRIOR to the start of the examination.**

Written Exam Practice Test may be purchased at <https://ergopracticetests.com/>.

STEP 3 - ORAL BOARD INTERVIEW

DATE: November 28 – December 1, 2016
LOCATION: Champaign Public Library, 200 W Green St, Champaign

Candidates who pass the written examination will be assigned an interview date and time. Interviews will be conducted by a panel of assessors who will ask candidates a series of questions. No prior fire service experience is necessary to answer the questions. Professional attire is recommended for the interview. The interviews are conducted under the supervision of the Board of Fire and Police Commissioners. The approximate length of each interview is one hour.

Candidates must bring their driver's license or other form of photo identification with them. Please note that it is essential that you arrive on time for the oral interview. It is your responsibility to account for unusual circumstances which may prevent you from arriving on time, such as weather and traffic conditions, location of the facility, etc.

STEP 4 – SUBMIT CPAT AND LADDER CLIMB CERTIFICATION

Proof of completion of the Candidate Physical Abilities Test (CPAT) including Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written examination date must be uploaded to the candidate's NTN application by **December 1, 2016**.

The Champaign Fire Department will provide transportation to the November 29, 2016 CPAT Open Test Challenge offered by the Central Illinois Fire Chief's Association. Candidates must contact the Department at FireDepartment@champaignil.gov or (217) 403-7200 by **November 23, 2016** to reserve a seat and/or to request more information. **NOTE: candidates must register for the CPAT separately at: <http://centralillinoisfirechiefs.com/CPAT/CPAT.aspx>.**

STEP 5 – PLACEMENT ON THE INTIAL ELIGIBILITY LIST

Placement on the initial eligibility list is determined by the candidate's written and oral exam score, in compliance with applicable law.

STEP 6 – PREFERENCE POINTS

Candidates will have the ability to claim preference points after oral board interviews by submitting a claim form and all required documents. A maximum of ten (10) preference points may be awarded as defined below.

VETERAN PREFERENCE POINTS: Those candidates who engaged in the military services for the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, shall be awarded five (5) veteran's preference points.

EDUCATION PREFERENCE POINTS:

Three (3) preference points for an Associate's Degree or 60 college credit hours from an accredited college or university

OR

Five (5) preference points for any Bachelor's Degree or Associate's Degree in Fire Science

RESIDENCY PREFERENCE POINTS: Those candidates who live within Champaign city limits and provide: valid driver's license or government issued ID AND voter's registration card, current lease agreement, Champaign Public Library card, or real estate tax bill with homestead exemption shall be awarded five (5) preference points.

PARAMEDIC PREFERENCE POINTS: Candidates who have a current valid paramedic's license shall be awarded three (3) preference points.

EXPLORER POST PREFERENCE POINTS: Candidates who have been an active charter member of the Champaign Explorer Post for two (2) consecutive years shall be awarded two (2) preference points.

Candidates will have ten (10) days to submit all required documentation. Preference point instructions will be provided to qualifying candidates prior to the beginning of the 10-day window.

STEP 7 – PLACEMENT ON FINAL ELIGIBILITY LIST

Placement on the final eligibility list is determined by scores from the written examination and oral interview, with preference points added.

The Firefighter eligibility list is in effect for two (2) years. A candidate's position on the eligibility list does not necessarily result in appointment as a Firefighter. The posting of an eligibility list does not guarantee vacancies in the Fire Department during that two-year period.

STEP 8 - BACKGROUND INVESTIGATION

Prior to final consideration for hire by the City of Champaign, a background investigation will be conducted. The investigation pertains to past employment, personal references, reputation, driving record, education, training, and criminal history.

STEP 9 - FIRE CHIEF'S INTERVIEW

Candidates will participate in a structured interview with a panel comprised of the Fire Chief, Fire Department command staff, and a community member.

STEP 10 - FIRE CHIEF RECOMMENDATION FOR APPOINTMENT

The Fire Chief will recommend for appointment the candidate(s) that he believes would make the best Probationary Firefighter(s), in compliance with applicable law. This recommendation is made after careful examination of the results of all of the above steps for each candidate under consideration.

STEP 11 – APPOINTMENT BY THE BOARD

The Board of Fire and Police Commissioners approves the probationary appointment; appointment is contingent upon the candidate's successful completion of a medical examination, drug screen, and psychological examination.

STEP 12 - MEDICAL AND PSYCHOLOGICAL EXAMINATIONS

The medical examination is completed by a local physician after the Board of Fire and Police Commissioners has approved the candidate's appointment. The medical evaluation will include a drug screening. A psychological examination is completed by a local psychologist.

CPAT and Ladder Test Information

What are the CPAT and Ladder Climb Tests?

Illinois Public Act 097-0251 mandates that all new Firefighter candidates demonstrate the physical ability to perform the essential functions of the position of Firefighter. The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

The CPAT consists of eight critical physical tasks that simulate the actual job duties on the fire ground. Candidates must successfully complete the following:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

The Ladder Climb exercise is designed to assess a candidate's ability to climb a ladder and operate from heights. This exercise is not related to the CPAT and will not impact a candidate's CPAT results in any way. A certificate of completion will be issued to those who successfully complete this exercise. Candidate success is assessed on a pass/fail basis.

CPAT/Ladder Climb Requirements

Failure to provide documentation of the successful completion of the CPAT and Ladder Climb tests will result in disqualification from the hiring process. You must have proof of completion of the CPAT and proof of passing the Ladder Climb test with any licensed agency issued no more than 12 months prior to the written exam date (November 12, 2016). CPAT and Ladder Climb certification must also be valid at the time a conditional employment offer is made.

Where are the CPAT and Ladder Climb offered?

In Illinois, the CPAT and Ladder Climb tests are offered at the following locations:

- Central Illinois Fire Chiefs (CIFC) facility located in Decatur. Contact CIFC at <http://centralillinoisfirechiefs.com/cpat.html> or (217) 433-8629.
- Northeastern Illinois Public Safety Training Academy (NIPSTA) located in Glenview. Contact NIPSTA at <http://www.nipsta.org/cpat/> or (847) 998-8090.

- Southwestern United Fire District (SUFD) located in Indian Head Park. Contact SUFD at <http://www.sufd.org/news/index/layoutfile/home> or (708) 579-2064.

Other CPAT locations can be found at <http://www.candidatephysicalabilitytest.com/find-a-cpat-testing-location/>.

There is a separate fee charged to administer the CPAT which varies by location.

You are highly recommended to contact one of these facilities regarding dates, locations, fees and registration as soon as possible if you have not already done so.

How to Prepare

The testing facility you select will have information on how to prepare for both tests.

POSITION DESCRIPTION

Title: Firefighter
Department: Fire
EEO Class 4B
Business Unit: IAFF
Status: Non-Exempt

Revised: June 2016

GENERAL STATEMENT OF DUTIES

Engages directly in firefighting and fire prevention, and emergency medical service activities to protect and safeguard lives and property, and assists in maintenance and repair of fire stations and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

A firefighter is responsible for performing hazardous tasks under emergency conditions. Work involves close contact with toxic gases, explosive mixtures, and other dangerous materials. A portion of a firefighter's work consists of the performance of various duties in the maintenance of a fire station, and the preventative and corrective maintenance of trucks and equipment. A position in this class requires excellent physical condition and aptitude for mechanical work. Orders of superiors must be executed promptly and efficiently. A firefighter must readily become familiar with modern firefighting, fire prevention, and emergency medical treatment methods and procedures after entrance on duty. The work requires strict adherence to divisional rules and regulations. Superiors make assignments of specific tasks and indicate methods and procedures to be followed. Assignments may be made through either oral or written instructions. Work is under close supervision most of the time, but there are times when courses of action must be determined by the firefighter. Supervision is occasionally exercised over other firefighters during absence of superior office. Each firefighter is expected to be a skilled pump operator, ladderman, salvage worker, emergency medical technician, and fire inspector.

ILLUSTRATIVE EXAMPLES OF WORK

- Responds to emergency situations such as car and structural fires;
- Makes openings in burning buildings for ventilation and entrance and chops holes in roofs and floors when necessary;
- Removes persons from burning buildings;
- Uses skills to free trapped victims;
- Answers special duty calls including first aid, assists in storm damage or flooding, search and rescue operations and assistance in area disasters such as tornadoes and floods;
- Uses breathing apparatus and first-aid equipment, using modern field medical techniques such as closed chest heart massage and mouth-to-mouth resuscitation;
- Pumps water to fire at designated pressure and sees that suction hose and fire hose are properly located;
- Operates nozzles directing water streams;
- Operates portable chemical fire extinguishers;
- Performs salvage operations at scene of fire, such as covering furniture with tarpaulin, mopping floors, and clearing debris;
- As required, drives and operates pumpers, ladder truck, and other equipment;
- Cleans, maintains, and makes minor repairs to firefighting equipment;
- Participates in periodic fire drills, individual and group training courses including firefighting theory and practices and first-aid techniques;
- Makes periodic inspections of schools, theaters, hospitals, other public buildings, business, commercial and industrial establishments, and dwellings for fire and other hazards and makes reports including recommendations for improvements;
- Performs a wide variety of routine tasks in connection with the maintenance of fire station quarters and grounds;

- Lends and participates in public fire and safety education classes for citizens;
- May be given special assignment as fire apparatus operator, involving the driving of fire pumpers and ladder to the scene of a fire;
- Attends training sessions designed to upgrade skills;
- Maintains a physically fit condition by regular exercise and personal hygiene;
- Keeps records and makes reports.

REQUIREMENTS

- Some knowledge of mechanical work;
- Ability to do prolonged manual and mechanical work under adverse conditions;
- Ability to get along well with others;
- Ability to perform any task assigned;
- Ability to understand and follow oral and written instructions;
- Ability to keep simple records and make reports;
- Ability to operate a large motor vehicle;
- Tactfulness;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - Working under adverse weather conditions;
 - Strenuous activities associated with service delivery including climbing crawling, and heavy lifting during emergencies and training sessions.

ACCEPTABLE EXPERIENCE AND TRAINING

As per Board of Fire and Police Commission requirements. Must be 21 to less than 35 years of age at time of certification of the eligibility list, unless otherwise exempt by state statute. High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS

- Proof of completion of Candidate Physical Abilities Test and Ladder Climb;
- No felony convictions; no misdemeanors related to fire/arson;
- Must be certified as Licensed Illinois or National EMT Basic by end of probation;
- Must be certified as a Firefighter II or Basic Firefighter by the State of Illinois by the end of probation;
- Possession of a current valid State of Illinois Class B motor vehicle operator’s license.

SALARY AND BENEFITS

SALARY

Probationary Firefighter: \$58,223

BENEFITS

- Ten (10) Paid Holidays
- Personal leave credit of 24 hours each fiscal year
- Vacation accrual rates based on years of service with a maximum accumulation of 288 hours
- Sick leave accrued at 5.17 hours per pay period in addition to 72 hours of sick leave upon hire
- Generous longevity pay based upon completed years of continuous employment with the City
- Health insurance paid at 100 for employee coverage; 50 percent paid health insurance for dependent coverage.
- \$10,000 term life insurance policy for each full-time employee and the option to purchase an additional life insurance policy through payroll deduction
- Participation in the Fire Pension Fund
- Option to join the Champaign Municipal Employees Credit Union
- Option to participate in the City's deferred compensation 457 Plan administered by the International City Manager's Association Retirement Corporation (ICMA-RC)
- Option to participate in the City's Flexible Spending Plan (medical, dependent care and adoption expenses)
- Option to participate in the City's dental insurance plan
- Option to participate in the City's vision insurance plan
- Uniforms and equipment are provided to all Firefighters. In addition, each non-probationary Firefighter shall be eligible to receive an annual uniform allowance to be used by the Firefighter to dry clean his/her uniform or to purchase additional clothing and equipment



OUR MISSION

is to provide responsive, caring, cost-effective service
in partnership with our community

These values guide our work:

Personal Integrity

We act in the best interests of the City
We behave in an ethical and legal manner
We are open and honest
We follow through on commitments
We are loyal to the City

Responsibility

We anticipate issues, problems, and opportunities
We take initiative
We act to prevent and solve problems
We take responsibility for the outcome of our actions and decisions
We hold ourselves and others accountable

Respect

We treat others in a fair, courteous, and equitable manner
We actively listen and seek understanding
We provide a direct response
We embrace ethnic and cultural diversity in the community and our workplace
We are positive and cooperative
We are willing to apologize

Teamwork

We know and respect our roles and responsibilities
We ask who needs to be involved and we involve others appropriately
We define and agree upon the goals
We collaborate to achieve organizational goals
We help others accomplish their goals
We share authority, responsibility, and credit

Results

We take pride in our work
We complete assignments and projects on time and within budget
We evaluate outcomes and seek feedback on our performance
We learn from our mistakes
We innovate

COMMONLY ASKED QUESTIONS

Q: How can I prepare for the written exam?

A: A practice examination is available for purchase from National Testing Network at <https://ErgoPracticeTests.com>.

Q: If I don't pass the written exam, can I take it again?

A: Candidates who do not pass the written exam may not take it again during this testing cycle. You may, however, apply to take the exam again during the next testing cycle.

Q: If I am not available on the dates of the oral interviews, can I have a different interview date?

A: No. Scheduling logistics make it impossible for us to accommodate adjustments to the oral interview schedule.

Q: What should I wear to the interviews?

A: Professional attire is recommended for the interview.

Q: When will the candidates know the results of the oral interview?

A: Interview scores will be disclosed with the Initial and Final Eligibility Lists.

Q: How are the candidates placed on the eligibility list?

A: Candidates are placed on the eligibility list according to their written exam and oral interview scores, in rank order, with application of preference points in compliance with applicable law.

Q: When will the list be approved by the Board of Fire and Police Commissioners?

A: The Board will approve the list on February 27, 2017.

Q: What happens after the eligibility list is approved?

A: Once the eligibility list is approved, the top candidates will be required to complete a background investigation. The investigation pertains to past employment, personal references, reputation, driving record, education, training, and criminal history.

Q: How long is the eligibility list in effect?

A: Two years.

Q: Are there any current openings?

A: Firefighter vacancies occur from time to time. We anticipate approximately 2-4 openings due to normal turnover. Openings are filled and recommended for appointment to the Board of Fire and Police Commissioners.

Q: I cannot find an answer to my question. Who may I contact for further questions?

A: Please contact National Testing Network Support at 866-563-3882 or <https://nationaltestingnetwork.com/publicsafetyjobs/contact.cfm>.

COMMUNITY INFORMATION

For further information about the City of Champaign, visit the City's website at www.ci.champaign.il.us.

TOURISM INFORMATION: Contact the Champaign County Convention and Visitors Bureau, (217) 351-4133, www.visitchampaigncounty.org. This agency can provide you with information on restaurants, hotels, motels, and shopping.

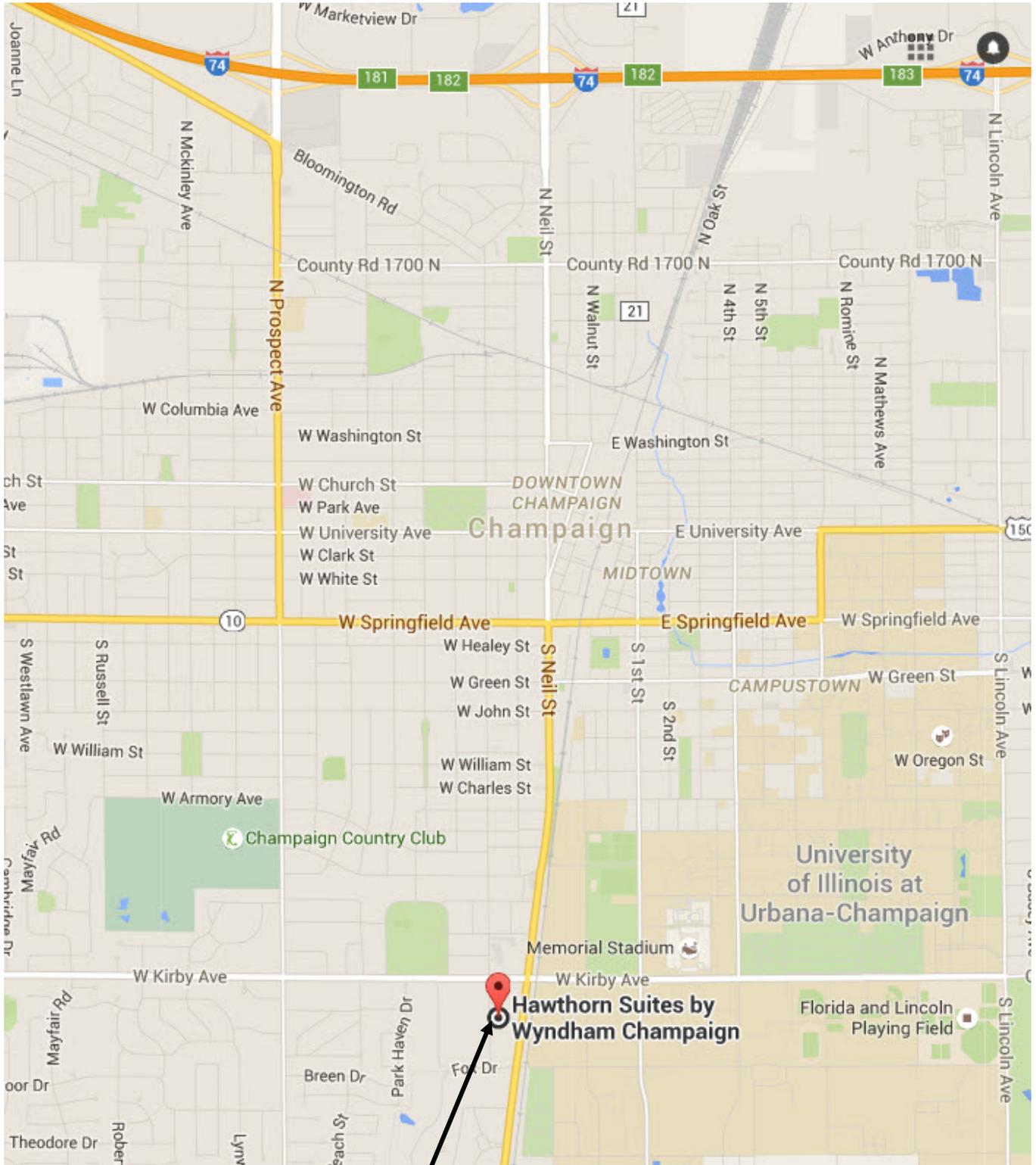
The City of Champaign is an outstanding community in which to live. Along with the City of Urbana, it is home to the flagship campus of the University of Illinois. With over 40,000 students, the University brings cultural diversity to the community that is typically only found in cities much larger than Champaign. This allows residents of Champaign to enjoy many of the amenities provided in a larger city yet still enjoy the advantages of living in a smaller community.

Living in Champaign is also quite affordable and there are a variety of neighborhood options. Whether it's a new condominium in Champaign's thriving downtown, an older home in a turn-of-the-century neighborhood, or a large home in a newly developing area of the City, residents truly have a choice in where they desire to live. In addition to being home to a world-class university, Champaign is strategically located close to major metropolitan areas such as Chicago (2.5 hours), Indianapolis (2 hours), and St. Louis (3 hours). Although Champaign is located on major interstates, the community is also a stop for Amtrak's direct service to Chicago with three routes per day.

Population:

Champaign	84,513
Urbana	41,250
Champaign County	201,081

SEATED TESTING LOCATION



Seated Written Examination
Hawthorn Suites
101 Trade Center Dr, Champaign