
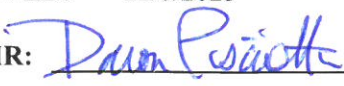
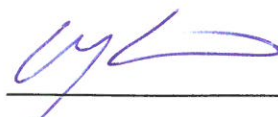


<b>Scotts Valley Fire Protection SVFD</b>	
<b>POLICY: 1500</b>  <b>DATE APPROVED: 11/8/2023</b> <b>BOARD CHAIR:</b> 	<b>SUBJECT: Hiring Practices and Requirements</b>  <b>FIRE CHIEF:</b> 

## **Policy 1500: Hiring Practices**


This Policy provides the framework and requirements for the Scotts Valley Fire SVFD's (SVFD) hiring practices.

When no current eligibility list exists for vacant or known vacant positions, the Fire Chief may establish eligibility hiring list(s) to be used to fill these positions. All applications received will be processed in accordance with the SVFD's hiring policies and practices. Any candidate disqualified from the hiring process shall be sent written notice of rejection from the process and reason why. Said notice shall be mailed to the email or physical address provided at the time of application.

The Scotts Valley Board of Director shall approve all hiring lists before conditional offers of employment are provided to any future employee or volunteer.

### **General Requirements (All Positions)**

1. The SVFD is an equal opportunity employer and in compliance with equal opportunity hiring requirements. There shall be no discrimination in employment against any person on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.
2. Applicants must have the legal right to work in the United States. Residence in California, or in Santa Cruz County, at the time of application is not required.
3. Applications shall be received from qualified applicants who are eighteen (18) years old or greater. Applicants must hold a valid California driver's license at the time of appointment.
4. Applicants shall have a high school diploma or G.E.D. certificate.

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5. All newly hired employees of the SVFD will be on Probationary Status for a period of not less than one year from the date of hire, unless otherwise stated in policy, procedure, or memorandum of understanding of the SVFD.
6. The SVFD shall in all cases attempt to supply its need for officers and supervisors from its existing personnel. If, for some reason it is not able to do so, an open examination may be given to fill such positions or vacancies upon approval of the Board.

### **Specific Requirements:**

### **ADMINISTRATION**

#### Administrative Accounting Specialist

1. Meet all SVFD General Hiring Requirements
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be one (1) years of experience in a related full-time administrative position. Related education may be substituted for experience or experience may be substituted for education.

#### **Desirable Qualification:**


- Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
- Training and or certification in state or nationally recognized municipal programs related to the position.

#### **Probationary trial period:**

- One (1) Year from appointment date

#### Administrative Services Manager

1. Meet all SVFD General Hiring Requirements
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider

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3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position.
5. Any combination of training and experience which would provide the required knowledge and abilities for the position. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a related full-time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

**Desirable Qualification:**

- Previous supervisory or management experience in a similar sized organization and similar field of work.
- Collegiate education in finance, accounting, business or public administration, or closely related field. A Bachelor's Degree is preferred.
- Training and or certification in state or nationally recognized municipal programs related to the position.

**Probationary trial period:**


- One (1) Year from appointment date

**Fire Marshal / Deputy Fire Marshal**

1. Meet all SVFD General Hiring Requirements.
2. Complete Live Scan Fingerprinting.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position.
6. Minimum of five (5) years of experience in a career full time position in fire prevention and/or suppression, or related activities.
7. Complete California State Fire Training and Education Fire Investigator (2017) coursework (Fire Investigation 2A and 2B) or equivalent\*.
8. Completion of P.C. 832.

**Desired Qualifications:**

- Collegiate education at the Associated Degree or greater in Fire Science or related field.
- Prior experience preparing, reviewing, assisting, or completing fire code adoption .

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Probationary trial period: One (1) Year from appointment date

## **EMERGENCY RESPONSE PERSONNEL**

### Response Volunteer and or Paid Call Firefighter (PCF)

#### Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Reside within Santa Cruz County or a county with a contiguous border of Santa Cruz County.
3. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
4. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
5. Ability to perform the essential functions of the position and possess a valid and not greater than six (6) month old candidate physical ability test (CPAT) card (not greater.
6. Successfully pass a comprehensive background check as provided by the SVFD.


#### Probationary trial period:

- Response Volunteer – from appointment date to 1-year from fire academy graduation date.
- PCF – One year from appointment date.

### Entry Level Firefighter and Entry Level Firefighter/Paramedic Hiring

#### Requirements:

1. Meet all SVFD General Hiring Requirements.
2. Possess and maintain a valid Class C California Driver's License, and be insurable to operate a SVFD-owned vehicle as defined and determined by the SVFD's insurance provider.
3. Pass a medical evaluation as outlined under the guidelines of the Santa Cruz County Fire Agencies Insurance Group.
4. Ability to perform the essential functions of the position and possess a valid candidate physical ability test (CPAT) card not greater than 6-months old at time of hire.
5. Successfully pass a comprehensive background check as provided by the SVFD.
6. Meet the following minimum qualifications:

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- a. Firefighter/EMT: Graduate of an accredited fire training academy, or equivalent\* training academy/program, ability to be licensed as an EMT in California, and a non-expired CPR certification.
- b. Paramedic: Graduate of an accredited paramedic training program with the ability to be licensed as a paramedic in California, and a non-expired CPR, ACLS, PALS, and basic level trauma training (e.g. PHTLS, BTLS) or equivalent\*.

**Desirable Qualifications:**

- Collegiate education or course of study related to the position
- Emergency response experience in the SVFD
- Emergency medical, fire or rescue related training
- California licensed EMT or Paramedic

**Probationary trial period:**

- Two (2) years (24 months)

*\* The Fire Chief or Designee shall determine, at their discretion, qualifying equivalencies.*