

**Travis County Emergency Services District No. 9  
Westlake Fire Department**

**Standard Operating Guideline**

**Subject:           Hiring Process**

**Effective Date:   April 7, 2006**

**Authorized By:    Chief Gary Warren**

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**I.     Purpose**

To establish a consistent process for hiring paid and non-paid employees for Travis County ESD #9.

**II.    Policy**

The Hiring Process shall apply to all members, paid and volunteer of Travis County ESD #9. Applicants applying for a paid firefighter position must be certifiable by the Texas Commission on Fire Protection and have a current EMT "as a minimum" by the State of Texas or National Registry.

**III.   Procedure**

Travis County ESD #9 will follow the following Hiring Process:

- A. Advertise in local newspapers, schools, businesses, on its website, and at fire academies for a minimum of two weeks prior to the written exam date. Job openings will be posted at headquarters and all fire stations.
- B. Travis County ESD #9 will recruit from local businesses, schools and fire academies throughout the state (when possible). These recruiting trips will involve a presentation about Travis County ESD #9.
- C. All applicants must successfully follow, in sequence, the steps listed below. If the applicant does not pass any one of the steps, they will be removed from the process.
  - 1. Applications will be reviewed for completeness and adherence to instructions. Volunteer applications will be reviewed by the Volunteer Coordinator. Paid staff applications will be reviewed by the Chair of the Oral Board.
  - 2. Incomplete applications will not be accepted. The same applies if an applicant has not followed all instructions.
  - 3. Applications will be checked against the Automatic Disqualification list.

4. All applicants will take the same written exam of 100 questions generated by the Travis County ESD #9 Training Division. The material will be taken from the latest IFSTA "Essentials of Firefighting" Manual. Each question will be worth 1 point with a total of 100 possible points. Applicants must score a minimum of 70% to pass. Volunteer applicants will not take the written test unless applying for a paid position.
5. Paid and volunteer applicants need to pass a Physical Ability Test within the required time of 6 minutes. The scoring will be Pass or Fail. No points will be awarded. A practice session will be offered to any interested volunteer applicant prior to the physical ability test date.
6. All applicants will have a background check conducted by Travis County ESD #9 Investigations Division.
7. Oral Interview - Applicants will be interviewed by an Oral Interview Board which will consist of five Department members: one firefighter or engineer, two lieutenants, and two shift commanders.
  - a. Each applicant will be asked the same series of ten questions. Oral Board Members will score each question between 1 (least satisfactory) and 5 (most satisfactory).
  - b. The high & low score for each applicant will not be taken into consideration. The remaining three scores will be averaged to obtain the applicant's oral board score.
  - c. The highest total of possible points will be 50.
8. All applicants will have a final interview with the Fire Chief before being accepted or offered a conditional offer of employment. The Chief will interview from a list that corresponds with the number of positions that are open plus three additional candidates.
  - a. The Oral Board will present the Fire Chief with a written summary of the applicants to be interviewed. This summary will include the general impression of applicant, the applicant's general history, how the applicant did in the hiring process, and why the applicant is being recommended for a final interview with the Fire Chief.
  - b. If the Department is going through the hiring process to obtain a hiring list for a paid position, the interviews to be conducted by the Fire Chief will be put on "hold" until a position becomes available.
9. After the interview with the Fire Chief, a conditional job offer will be made.
10. All applicants must pass a physical examination prior to being eligible for employment.

#### D. Bonus Points

1. Volunteer Members - A volunteer member will receive five bonus points during the hiring process if they complete the following:
  - a. Must be active within the Department.
  - b. Volunteer Fire Fighter training must be completed to the Firefighter Status level.
  - c. Complete TCFP FF and EMT prior to applying.
  - d. If a hiring process is in progress while a member is in training for either the EMT or TCFP FF, they may apply if one discipline is completed and they are currently enrolled in class to complete the missing discipline.

#### E. Returning Employees

Applicants who were previously employed by Travis County EDS #9 are eligible for five points to be added to their overall score providing that the applicant left Travis County ESD #9 within two years and were a member in good standing when they left.

#### F. Military Points

Five points shall be added to the overall score of an applicant who served in the United States Armed Forces for a minimum of two years and received an honorable discharge. The applicant must present proper documentation.

#### G. Eligibility & Ranking

1. The eligibility list will be held for a period of twelve months.
2. The grade to be placed on the eligibility list for each applicant shall be computed by adding the applicant's points - Written Exam + Volunteer Bonus Points + Military Bonus Points + Oral Board Score = Ranking.
3. The eligibility "ranking" list will be posted after the written exam has been scored.
4. The highest total exam score will be ranked in the number one position and the rest of the scores listed consecutively.
5. The eligibility "ranking" list shall be posted at Travis County ESD #9 Headquarters on the front door and on the Travis County ESD #9 web page - [www.westlakefd.org](http://www.westlakefd.org).

6. The applicant will be identified on the eligibility “ranking” list by using an issued test number. The test numbers will follow in order (e.g. / 100, 105, 110, 115, 120, 125, 130, 135, etc).
7. The eligibility “ranking” list will be updated after the written exam and oral board.