



Civil Service Commission

Lateral Firefighter Hiring Process

Agenda Date: 2/16/2021
Agenda Item Number:
File Number:21-0194

Type: decision **Version:** 1 **Status:** Passed

Title

Lateral Firefighter Hiring Process

Recommended Action

Staff Recommendation:

Move to approve the lateral firefighter hiring process.

Report

Staff Contact:

Ron Stocking, Deputy Fire Chief, Olympia Fire Department, 360.753.8460

Nicole Camus, Sr HR Analyst, Human Resources 360.753.8213

Background

The fire department is seeking to fill one firefighter vacancy. The department wishes to hire a lateral firefighter. The proposed hiring process includes:

- Minimum Qualifications Screening to be conducted by external panel (Pass/Fail)
- Phase I Suitability Assessment
- Oral Interview (scored)
- Certify Register
- Referral of Names (Rule of 3)
- Background Check
- Chief's interview
- Conditional Job Offer
 - Phase II Psychological Evaluation
 - Medical Exam
 - Official Job Offer

AFTER HIRE

- Two-week fire academy
- CPAT must be completed in the first 180 days of employment

Findings:

The proposed process allows for the efficient and fair processing of lateral firefighters consistent with civil service rules.

Type: decision **Version:** 1 **Status:** Passed

Recommended Action:

Staff recommends implementing the process outlined above to establish a lateral firefighter register.

Policy Reference:

Civil Service Rules, Rule IV, Examinations

Civil Service Rules, Rule V, Registers