

COMMISSIONERS
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THE CIVIL SERVICE DEPARTMENT
CITY OF LIVONIA, MICHIGAN
An Equal Employment Opportunity Employer
M/F/H

Robert F. Biga
Human Resources Director

THE CITY OF LIVONIA IS SEEKING QUALIFIED APPLICANTS FOR EMPLOYMENT

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

ANNUAL PAY RANGE

FIREFIGHTER

\$45,136.00 to \$63,939.20

LAST DATE TO FILE APPLICATIONS: Applications for this examination must be received at the office of the Civil Service Department, 33000 Civic Center Drive, Livonia, MI 48154, no later than **5:00 p.m, Monday, February 27, 2012**, in order to be accepted. The telephone number is (734) 466-2530.

QUALIFICATIONS

By the closing date of the announcement, applicants must:

1. Be a citizen of the United States or a resident alien with the right to work in the United States.
2. Have a high school diploma or valid equivalency certificate. Preference will be given applicants that have a Bachelor's Degree or an Associate's Degree in Fire Science or an EMS curriculum.
3. Hold a current State of Michigan Paramedic License or National Registry EMT - Paramedic and be ACLS (Advanced Cardiac Life Support) certified, or currently enrolled in a Paramedic/ACLS curriculum.
4. Possess the Conference of Western Wayne Firefighter Written and Physical Agility Test Certificates. **THE AGILITY TEST CERTIFICATE MUST HAVE BEEN ISSUED IN THE TWELVE (12) MONTHS PRIOR TO THE CLOSING DATE OF THE ANNOUNCEMENT.**
5. Possess normal visual functions and acuity in each eye of 20/100 or better, correctable to 20/20 with eyeglasses. NOTE: Applicant must submit a completed City of Livonia Firefighter Visual Acuity form dated after August 27, 2011, signed by a physician, optometrist or ophthalmologist attesting to the applicant's visual acuity in each eye corrected and uncorrected.
6. Be free from any physical defects, chronic diseases, organic or functional conditions or mental and emotional instabilities which may tend to impair the efficient performance of duties or which might endanger the lives of others or the individual employee.
7. Possess and maintain a valid motor vehicle operator's or a basic commercial driver's license and have an acceptable driving record.
8. **AT THE TIME OF CERTIFICATION TO THE DEPARTMENT FOR FINAL INTERVIEW AND HIRING CONSIDERATION, CANDIDATES MUST POSSESS:**
 - A. A current State of Michigan Paramedic License or National Registry EMT - Paramedic, and be currently ACLS certified.
 - B. A State of Michigan Firefighter II Certificate or equivalent certification in a state that has reciprocity.

NOTE: CANDIDATES ARE REQUIRED TO SUBMIT ORIGINAL DEGREES/TRANSCRIPTS, LICENSES AND CERTIFICATIONS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

DESCRIPTION OF WORK

Employees in this classification work in the Fire Division of the Department of Public Safety under the supervision of a higher-ranking officer. Employees perform both fire fighting and emergency medical service duties. Employees are required to engage in training in fire prevention and fire suppression, hazardous materials, basic and advanced first aid, emergency medical technician, advanced emergency medical technician, and any other training deemed necessary to perform emergency response and medical activities as provided by the Fire Division. While on duty, employee behavior and performance is regulated by Department Rules and Regulations, Civil Service Rules and Regulations, and Department Policies and Procedures. Employee behavior and performance is further regulated and controlled by orders issued by higher-ranking officers.

PARTS OF EXAMINATION AND WEIGHTS

Written Test – 50%*

Oral Interview – 50%

Background Investigation – Pass/Fail

Psychological Evaluation – Pass/Fail

*NOTE: The thirty (30) candidates with the highest passing scores on the written test will be invited to continue to the Interview portion of the examination process. Remaining candidates who pass the Written Test will have their names kept on file for future reference during the life of the eligible list.

The results at each step in the application process will determine eligibility for continuation on to subsequent steps. The process will include application review, written examination, background investigation, and oral board interview. Candidates who attain the minimum passing score and provide documentation of receipt of advanced degrees shall have points added to their earned scores. After passing all parts of the test, one (1) point will be added for attaining an Associate's Degree in Fire Science or an EMS curriculum; Two (2) points will be added for attaining a Bachelor's Degree in Fire Science or an EMS curriculum.

Applicants must pass each part of the examination process in order to be placed on the eligible list. Applicants must pass a pre-employment psychological evaluation and physical examination at the time of hire conducted by representatives of the City of Livonia.

NOTE: No tape recorders, calculators or other electronic devices are permitted during any part of this examination. Failure to comply will result in your immediate disqualification.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current and future regular and/or temporary vacancies.

HOW TO APPLY: Application must be made on an official application form which may be obtained at the office of the Civil Service Department. Qualifications for prior work experience will only be determined based on the information you provide on the Experience Section of the official application. Attachments or Resumes are not accepted in lieu of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application. A VISUAL ACUITY FORM MUST ACCOMPANY THE APPLICATION. Applicants will be notified by mail of the time and place of the examination.

PROBATIONARY PERIOD: Firefighters must satisfactorily complete a one-year probationary period before the appointment will be considered regular. (The probationary period may be extended an additional year at the discretion of the Fire Department and Civil Service Commission).

940 o.c.	Examiner:	Derrick L. Washington Personnel Analyst II	Announced: 01/19/12
	Clerical:	Gretchen Guisbert Secretary III	

CITY OF LIVONIA
Civil Service Department
VISUAL ACUITY STATEMENT

The examiner must reference the attached Visual Acuity Standard. This Visual Acuity Statement must be completed by a physician, optometrist or ophthalmologist when rendering a pass/fail score.

I. VISUAL ACUITY

I hereby certify that I have examined the eyes of the undersigned applicant,
_____, and the findings are as follows:

(Example: 20/100 Uncorrected, 20/20 Corrected)

	<u>UNCORRECTED</u>	<u>CORRECTED</u>	<u>METHOD OF CORRECTION</u> <u>(glasses, soft or hard lenses)</u>
O.D.	_____	_____	_____
O.S.	_____	_____	_____
O.U.	_____	_____	_____

II. OTHER VISION STANDARDS

- a) Color Vision Pass Fail
- b) Peripheral Vision Pass Fail
- c) Binocularity Pass Fail
- d) Stereopsis Pass Fail
- e) Pathology Pass Fail

III. CONTACT LENSES

Please complete this section if patient is a contact lens wearer.

I hereby certify that I have prescribed (check one): hard contact lenses to my patient,
soft

_____. He/She has been a successful contact lens wearer
(Patient's Name)
since _____.
(Date)

IV. SURGICALLY CORRECTED VISION

Please complete this section if patient has undergone one or more surgical procedures to improve visual acuity.

I hereby certify that my patient, _____ has undergone
(Patient's Name)
_____ to improve his/her visual acuity. This procedure was performed
(Surgical Procedure)
on _____, and I confirm it has been successful.
(Date)

APPLICANT'S SIGNATURE

DATE

VISION CARE SPECIALIST'S SIGNATURE

VISION CARE SPECIALIST'S NAME (Print or Type)

ADDRESS

TELEPHONE NUMBER

DATE

**CITY OF LIVONIA
GENERAL EMPLOYMENT INFORMATION**

HOW TO APPLY: Application must be made on an official application form, which may be obtained at the office of the Civil Service Department or on the internet at www.ci.livonia.mi.us. Qualified applicants will be notified by mail of the time and place of the examination. **Qualified applicants with disabilities who require reasonable accommodation in order to take an examination must request and complete the Request For Accommodation Form and provide original documentation from a licensed physician or certified rehabilitation counselor verifying the need for accommodation. Questions or comments concerning this requirement may be addressed in person with the examiner assigned to the examination for which the applicant is applying.** Notice: The City of Livonia, in compliance with the federal Wagner-Peyser Act and the State of Michigan Employment Security Act, provides information to the Michigan Employment Security Commission (MESC) concerning individuals making application for employment and/or employed by the City of Livonia to facilitate the administration of any unemployment compensation or public employment service law. By implied consent, individuals who submit an application for employment consideration, including but not limited to those who are hired, authorize the City to provide information in compliance with these laws.

PRE-EMPLOYMENT PHYSICAL: Candidates/Appointees are required to pass a complete pre-employment medical examination including drug testing to be conducted by a physician authorized by the City of Livonia.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a probationary period a minimum of six (6) months or longer, depending on classification, before the appointment's status will be considered regular.

RESIDENT REQUIREMENT: Michigan Public Act No. 212 of the Public Acts of 1999 provides that a public employer shall not require, by collective bargaining agreement or otherwise, that a person reside within a specified geographic area, distance or travel time from his/her place of employment as a condition of employment or promotion. The statute does not, however, prohibit the City from requiring that a person reside within 20 miles (or some greater distance) from the nearest boundary of the City unless the person is married and his/her spouse is employed by another public employer that, if not for the state law, would require such spouse to reside less than 20 miles from the nearest boundary of the public employer.

VETERANS PREFERENCE: Honorably discharged war veterans who receive passing grades on all parts of the examination will have five (5) points added to their final earned examination score, provided that they served in the Armed Forces of the United States between 12/7/41 and 12/31/46, or between 6/27/50 and 7/26/53, or between 8/6/64 and 5/5/75 for at least one hundred and eighty-one (181) consecutive days, or were issued a campaign badge for "Expeditionary Service" as specified in the Federal Civil Service Code, and provided that in each case the applicant shall submit documentary proof of his or her honorable discharge from the service in the Armed Forces at the time of application.

BENEFITS: Regular status employment with the City includes various benefits such as paid vacation, sick leave, holidays and other paid time off, short term disability insurance, medical insurance, dental and optical benefits, group life insurance based on annual salary, defined contribution retirement plan and longevity payments. Part time employees are eligible for prorated benefits except in the case of life insurance where the employee is entitled to \$7,500.00 coverage. Part time employees pay ½ the cost of medical insurance.

CITY OF LIVONIA – CIVIL SERVICE DEPARTMENT
EEO PROTECTED APPLICANT DATA

In order to evaluate its Equal Opportunity Employment Program, the City of Livonia is required to collect federally-mandated demographic data pertaining to the race and sex of job applicants. The information which we obtain will be used for statistical reporting purposes only. It will not become part of your application and will not be used in any employment-related decision. Thank you for your cooperation.

Name:		Birthdate: / /		Today's Date: / /						
Address:										
<i>Number, Street, City</i>				<i>Telephone Number</i>						
Title of Job Applied For:										
<i>Circle Highest Grade Completed</i>				<i>Check One</i>	<i>Check One</i>					
Grade School	1	2	3	4	5	6	7	8	Male	U.S. Citizen
High School	1	2	3	4					Female	Registered Alien
College	1	2	3	4	5	6				
<i>Check One</i>					<i>Where did you learn about this job?</i>					
White (Not of Hispanic Origin)					Livonia Observer					
Black (Not of Hispanic Origin)					Detroit News/Free Press					
Asian/Pacific Islander					Job Announcement					
Hispanic					City Website					
Other _____					Other _____					
specify					specify					

CITY OF LIVONIA
CIVIL SERVICE DEPARTMENT

PERMISSION FOR RELEASE OF INFORMATION FOR
BACKGROUND INVESTIGATION, AND RELEASE FROM LIABILITY

I hereby give my permission for authorized agents of the Livonia Police Division of the Department of Public Safety to conduct an investigation of my background, including education, employment, health, credit, reputation, and any other factors which such agents may deem proper and necessary subjects of investigation, in order to properly assess my character and background in connection with my application for the position of **Firefighter** with the Livonia Fire Department.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and release such person, business or institution from all liability for providing correct information.

I recognize the right of the Livonia Police Department to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained there from.

I am aware that information obtained in such an investigation may establish grounds for rejection of my application for employment. Nevertheless, and notwithstanding such knowledge and understanding on my part, I do hereby, for myself, my heirs, executors, administrators and assigns, expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its agents, servants and employees, and the Division of Police, Department of Public Safety, City of Livonia, its agents, servants, and employees of and from all claims, demands, damages, actions or causes of action, of any kind or nature whatsoever, now existing or which may hereafter, at any time, be made or brought against the City of Livonia, its assigns, agents, servants or employees or the Division of Police, Department of Public Safety, Livonia, Michigan or its assigns, agents, servants, or employees as a result of such investigation or rejection, or any related activities or matters.

DATE: _____

SIGNATURE: _____

PRINT/TYPE NAME: _____

IN PRESENCE OF WITNESS:

WITNESS:

(Signature and Title)

(Signature and Title)

(Print Name and Title)

(Print Name and Title)