

~~SHAKOPEE FIRE DEPARTMENT~~

~~POLICY NO. 1:~~

~~HIRING PROCESS for PAID-ON-CALL FIREFIGHTERS~~

Commented [JS1]: Policy is superseded by the new employee handbook and no longer needed.

~~At any time that the total number of firefighters falls below the staffing level authorized by the City Council, the Chief has the authority to begin the hiring process.~~

~~Notice that applications for the position of firefighter are being accepted shall be placed in the employment section of the Shakopee Valley News and posted on the employment section of the City's website. Additional advertising may be used at the discretion of the Chief and/or the Assistant City Administrator.~~

~~All postings of openings for the position of firefighter shall include an application deadline. The application deadline shall be no sooner than ten business days after the posting date. Applications shall only be accepted when a position is posted and shall not be held over or retained when there is no active posting for the position of firefighter.~~

~~Applicants shall be required to complete a City application form. Application forms must be submitted to Human Resources at City Hall. They shall not be accepted at any fire station. The Assistant City Administrator shall perform an initial review of all applications to determine if the applicant meets the minimum qualifications for the position, as specified in the approved job description.~~

~~Applicants who meet the minimum qualifications shall be invited to participate in the following testing process. The results of each component shall be weighted as indicated in parenthesis.~~

- ~~_____ 1. Oral Interview. (65%) Interviews shall be conducted by a panel appointed by the Fire Chief.~~
- ~~_____ 2. Physical Fitness Testing. (25%)~~
- ~~_____ 3. Quantitative Scoring of the applications by Human Resources. (10%)~~

~~Following the completion of the testing process outlined above, points for Veteran's Preference shall be awarded to qualifying applicants.~~

~~The top scoring candidates will then advance to a background check.~~

~~The Assistant City Administrator shall extend a written, conditional offer of employment to candidates successfully completing the background check. The City shall not extend conditional offers of employment to more candidates than there are openings available, but may elect to extend conditional offers to fewer candidates than there are openings, based on the operational needs and capacity of the Fire Department.~~

*Adopted by City Council, Resolution No. 6674, Oct. 16, 2007.
Amended by City Council, Resolution No. 6948, February 3, 2010.*

~~The conditional offer of employment shall be contingent on successful completion of the following:~~

- ~~a) a pre-employment physical, which includes a drug / alcohol test~~
- ~~b) a pre-employment psychological evaluation~~

~~All pre-employment screenings shall be completed by the City approved provider and paid for by the City of Shakopee.~~

~~The Chief will recommend to the City Council the hiring of those candidates that have successfully completed all pre-employment screenings.~~

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