

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

December 12, 2018

To: Candidates for the position of Community Risk Reduction (CRR) Specialist
From: Civil Service Commission
Subject: Examination for Community Risk Reduction (CRR) Specialist

This will serve as notice for the examination for the position of Community Risk Reduction (CRR) Specialist.

Promotional Application Packet Requirements (current Spokane Valley Fire Department employees):

Promotional Application (attached)
Veteran's Scoring Criteria Questionnaire (if applicable)
Cover letter and resume
Supplemental Questions

External Application Packet Requirements:

New Hire Application (attached)
Cover letter and resume
Veteran's Scoring Criteria Questionnaire (if applicable)
Supplemental Questions

Date of Return – Application packets will be accepted through the close of applications (Friday, February 12, 2019 at 4pm PST) at the Civil Service Office located in the Administration Building (2120 N Wilbur Rd, Spokane Valley WA 99206) or via email at callahanp@spokanevalleyfire.com

Supplemental questions will be scored, and candidates will need a minimum score of 80 in order to be considered for the Assessment Center. The top eight (8) applicants will be invited to the assessment center which will be held the week of February 25, 2019.

The assessment center will consist of a project presentation and an interview panel. Applicants will be notified via email if they are selected to participate in the assessment center.

Applicants will need a minimum score of 80 on the assessment center in order to be placed on the eligibility list. Weighting for the assessment center will be 40% on the project presentation and 60% on the interview panel. Assessment Center Score + Military Points (if applicable) + Seniority Points (if applicable) will equal your final score.

Required Educational Qualifications:

- ✓ Candidates must have a minimum of a Bachelor's Degree in education, communications, adult education, early childhood education, marketing, social work or related field from an accredited college or university; or 6 years of public education experience; or an equivalent combination of education and experience is required.
- ✓ A minimum of two years of increasingly responsible experience as an instructor/educator with experience in planning and delivering education programs, classes or presentations; or any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the listed duties.

- ✓ Familiarity with the fire service is desirable.

The job description for the position of Community Risk Reduction (CRR) Specialist, Veteran's Scoring Criteria Questionnaire, Promotional Application, New Hire Application and Supplemental Questions are attached.

Sincerely,

Peggy Callahan

Peggy Callahan
Chief Examiner
callahanp@spokanevalleyfire.com
509-892-4140

REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND APPLICANT'S DECLARATION RELATING TO SAME – FOR EXTERNAL APPLICANTS ONLY

If you are seeking to qualify for and apply military preference percentage as an applicant for a position in civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. For additional information on military preference percentage refer to <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.005> <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.007> <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.010>

1. Have you applied for a civil service position in Washington in the past and had military preference percentage of either 10% or 5% added to the passing mark, grade, or rating of competitive examinations in order to be hired for a civil service position?

Answer:

2. If your answer to the question above is yes, please provide the name(s) of the public employer, public entity, political subdivision or municipal corporation for which you applied for a civil service position and the date and year of your application(s).

Answer:

3. Have you received in the past a position and had a military preference percentage reference above, added to the passing score on competitive examinations in order to be hired in a civil service position?

Answer:

4. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you were hired in a civil service position?

Answer:

5. Have you served during a period of war or in an armed conflict as defined in RCW 41.04.005?

Answer:

6. Are you receiving military retirement?

Answer:

7. Please provide and attach to this request for information, a valid and legible copy of your DD214, or your discharge papers, which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive an appointment to civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate or misleading the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service appointment with the Spokane Valley Fire Department.

(Please Print Your Full Name on the line directly above and further provide the date and year.)

(Please Provide Your Signature on the line directly above and as used on your driver's license or other official documents or public records and further provide the date and year executed.)

REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND APPLICANT'S DECLARATION RELATING TO SAME – FOR PROMOTION ONLY- INTERNAL APPLICANTS

If you are seeking to qualify for and apply a military preference percentage as a candidate for a promotion within civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. Attached to this request for additional information on military percentage and for your review and assistance is the link to RCW 41.04.010(3):

<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.04> This specific chapter, statute and subsection provides that a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations is entitled to a percentage of 5 percent being added to the passing mark, grade or rating only, based upon a possible rating of one hundred points, to all promotional examinations within civil service until the first promotion only. RCW 41.04.010(4) also provides that all veterans' scoring criteria may be claimed upon release from active service.

1. Have you applied for a civil service promotion in Washington in the past and had a military preference percentage of 5% added to the passing mark, grade, or rating only of promotional examinations, based upon a possible rating of one hundred points, in order to be considered for promotion within civil service?

Answer:

2. Have you received in the past a first promotion within civil service in Washington by adding to the passing mark, grade, or rating only, 5% to the promotional examination?

Answer:

3. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you received a first promotion within civil service.

Answer:

4. Have you been called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations which would entitle you to having 5% added to the passing mark, grade, or rating only, in all promotional examinations until the first promotion within civil service?

Answer:

5. Please provide and attach to the request for information, a valid and legible copy of your DD214, or your discharge papers, which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive a promotion within civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate, or misleading, the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service promotion and appointment with the Spokane Valley Fire Department.

Please Print Your Full Name

Date

Signature

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

**APPLICATION FOR PROMOTIONAL EXAMINATION – INTERNAL
APPLICANTS ONLY**

NOTE: All of the questions on this application must be answered in ink in the applicant’s own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it “N/A.”

I HEREBY MAKE APPLICATION to be examined for promotion to the position of _____ in the Spokane Valley Fire Department.

1. Name:

(Last) (First) (MI)

2. Address:

(Street) (City) (State) (Zip)

3. Phone _____

(Home) (Work) (Cell)

4. E-mail Address _____

5. Date of Hire? _____

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority?

7. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

Applicant’s Signature

Date

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Revised: 09/09/14

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR NEW HIRE – EXTERNAL APPLICANTS

Position Applied for: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Social Security Number: _____

Phone: _____ Phone: _____

Are you at least 18 years of age? _____

Do you currently have a valid driver's license? _____

Are you currently employed? _____

May we contact your current employer? _____

If hired, can you provide proof of legal right to work in the United States? _____

EDUCATION:

High School/GED: _____

Diploma/Degree: _____

Undergraduate College/University: _____

Diploma/Degree: _____

Please describe any specialized training, skills, and extra-curricular activities:

Describe any honors you have received: _____

State any additional information you feel may be helpful to us: _____

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, sexual orientation, race, color, religion, national origin, age, ancestry, marital status, veteran status, disability or other protected status): _____

REFERENCES:

Please provide name, address and phone number of three (3) references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE:

Start with your current or most recent job. Include a job-related military service assignment in the United States Armed Forces and volunteer activities.

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor

_____ Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Spokane Valley Fire Department.

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Signature

Date

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

Supplemental Questions for Community Risk Reduction (CRR) Specialist

Please provide comprehensive answers to the following questions. Each answer should be limited to a maximum of 500 words. Answer each question on a separate sheet of paper.

1. Why is Community Risk Reduction important?
2. What is the or method you would use to develop and evaluate a risk reduction program?
3. Community Risk Reduction is now an integral part of our organization; explain what you have personally done to advance CRR?
4. What is your experience/knowledge with a home safety program as part of a CRR program?

Spokane Valley Fire Department

Job Description

Community Risk Reduction Specialist

Created 08-13-2015

Revised 11-14-2018

Nature of Work

Under moderate supervision provided by the Fire Marshal, the Community Risk Reduction (CRR) Specialist will develop, promote, coordinate, and conduct activities and programs which will educate or train community and department members concerning fire, life safety, injury prevention, fire extinguisher, and other dimensions of fire department activities. The employee will act independently in devising methods and procedures based on recognized best practices and within the limits of fire department policy.

Work is light in nature, involves frequent contact with the public, and will require irregular work hours. This is a non-combatant position, with no requirement for performance of fire suppression or emergency medical response.

Examples of duties and expectations (to include but not limited to):

- ◆ Assist the Fire Marshal in the development of a community risk analysis (CRA) analyzing fire department statistics to determine deficiencies/needs and focus education programs and advocates for resources needed to address the identified risks.
- ◆ Assist the Fire Marshal in the development and implementation of goals, objectives, policies, procedures and priorities of operations with regard to prevention and community risk reduction.
- ◆ Develop, support, and implement education and risk reduction programs to reflect needs as identified in the CRA.
- ◆ Coordinate and assist the Fire Marshal with the implementation of a Community Risk Reduction Team in the development of the department risk reduction plan and programs.
- ◆ Evaluate the needs of vulnerable populations and develops appropriate programs to address needs pertaining to fire and life safety, and other risks based on the CRA.
- ◆ Coordinate and support station officers in regard to the community, station, and response area's identified risks, needs and focus; advocates for resources needed to address the identified risk.
- ◆ Develop, modify, implement, evaluate and prioritize education and outreach programs to reflect identified department needs.
- ◆ Assist and support the Deputy Chief of Operations, or his/her designee, with the development, implementation and delivery of a Community Paramedicine Integrated Mobile Healthcare Program.
- ◆ Interact with the community and private and public sector administrators in the need for fire, safety, and injury prevention programs.
- ◆ Create, support, and sustain effective internal and external partnerships and consistently demonstrate an understanding of and respect for all members of a diverse community.
- ◆ Coordinate implementation of safety programs with school district administrators.
- ◆ Make presentations to citizen groups, businesses, and schools. Includes leading discussions, showing slides and movies, and answering questions on fire and injury prevention and fire science using clear, appropriate, and persuasive language.
- ◆ Work collaboratively with Prevention Staff and Community Affairs to ensure consistent, appropriate communications with stakeholders.

Spokane Valley Fire Department

Job Description

Community Risk Reduction Specialist

- ◆ Prepare, select and/or create appropriate materials and methods to reach selected audiences effectively, with priority on tools that have been tested and evaluated for effectiveness.
- ◆ Prepare culturally and developmentally appropriate displays and informational boards suitable for diverse audiences.
- ◆ Conduct and coordinate interviews for youth who have displayed fire setting behavior.
- ◆ Work with Prevention Bureau personnel, social workers, counselors, and juvenile justice agents as needed.
- ◆ Operates an automobile with trailer.
- ◆ Performs other duties as assigned.

Supervision:

Works under the direct supervision of the Fire Marshal.

Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products.

Educational and other Requirements:

- ◆ A minimum of a Bachelor's degree in education, communications, adult education, early childhood education, marketing, social work, or related field from an accredited college or university; **or** 6 years of public education experience; **or** an equivalent combination of education and experience is required.
- ◆ A minimum of two years of increasingly responsible experience as an instructor or educator with experience in planning and delivering education programs, classes, or presentations; **or** any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the listed duties.
- ◆ Familiarity with the fire service is desirable.

Requirements of work:

- ◆ Ability to learn the geography and demographics of the jurisdiction.
- ◆ Knowledge of fire department operations and the ability to convey that knowledge to individuals and groups.
- ◆ Must have strong computer skills including knowledge and use of Microsoft Office Applications and general databases.
- ◆ Ability to prepare fire department material for the print and broadcast media and participate in its presentation in clear, literacy-friendly, culturally-appropriate, and easily understood terms.
- ◆ Communicates in English, both verbally and in writing, and has the ability to speak effectively in public and to large groups in terms that are clear and easily understood.

Spokane Valley Fire Department

Job Description

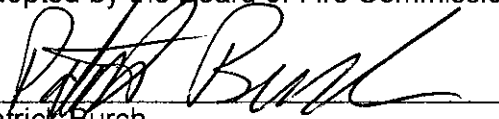
Community Risk Reduction Specialist

- ◆ Solicits partners and resources as needed to communicate well with members of the community who do not speak or read English.
- ◆ Ability to learn applicable department rules and regulations.
- ◆ Willingness to actively pursue additional training to maximize needed job skills and to maintain state of the art knowledge through continuing education at training schools, seminars, conferences, and study of written materials.
- ◆ Willingness to work irregular hours.
- ◆ Ability to use a variety of audio/visual equipment.
- ◆ Ability to gather and interpret statistical data for use in program development.
- ◆ Willingness to occasionally travel outside the jurisdiction for purposes of training, conferences, etc.
- ◆ Must meet the qualifications of or obtain IFSAC Juvenile Fire Setter Intervention Specialist I within one year of employment.
- ◆ Must obtain and maintain Public Fire and Life Safety Educator I within one year of employment.

Physical Requirements:

- ◆ Ability to see, with or without corrective lenses, well enough to read fine print.
- ◆ Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.
- ◆ Ability to climb two flight of stairs.
- ◆ Enough body mobility to walk and stoop.
- ◆ Enough manual dexterity to write and use a computer keyboard.
- ◆ Enough strength to lift and carry 15 pounds.
- ◆ Enough stamina to perform duties for up to four hours with only one 15 minute break.

Adopted by the Board of Fire Commissioners this 10 date of DECEMBER 2018.


Patrick Burch
Chairman