



**CITY OF URBANA CIVIL SERVICE COMMISSION AND  
HUMAN RESOURCES DIVISION ANNOUNCES AN  
OPEN COMPETITIVE EXAMINATION FOR:  
ENTRY-LEVEL FIREFIGHTER**



**Women, minorities, and veterans are encouraged to apply.**

Applications are available on our website at: [www.urbanaininois.us/jobs](http://www.urbanaininois.us/jobs) (click on "Job Opportunities"). Applications must be received by 11:59 p.m. CST on Sunday, July 5, 2015. This process will be conducted in accordance to Illinois Public Acts 97-0251, 97-898, **098-0760** and the Urbana Civil Service Rules.

*The City of Urbana is an Equal Opportunity Employer.*

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. *Women, minorities and veterans are encouraged to apply.*

Applicants must take and pass both components:

**1. WRITTEN EXAMINATION DATE: TBD (tentatively July 25, 2015)**

Job ID Announcement Number: 146

Application Deadline: July 5, 2015

Written Examination Fee: No fee to apply

Location: Urbana, Illinois

**2. CPAT/LADDER CLIMB INFORMATION: TBD (tentatively July 5, 2015)**

Deadline for Successful Completion: July 5, 2015

CPAT Fee: Varies by location

Location: Various (see CPAT information below)

Failure to successfully complete the CPAT by the deadline of July 5, 2015, will result in failure of the examination and your name will not be placed on the eligible list. Candidates are strongly encouraged to sign up for and take the CPAT and Ladder Climb as soon as possible.

**MINIMUM REQUIREMENTS**

To be eligible to take part in the examination process for Firefighter, all individuals interested in becoming a City of Urbana Firefighter must meet the following requirements:

- Minimum of 21 years of age and under 35 years of age, unless previously a full-time Firefighter in Illinois as noted under state statute (65 IL 5/10-2.1-7.1), at the time of the written examination;
- U.S. Citizen or legally authorized to work in the U.S. (Must meet I-9 requirements);
- Valid driver's license (valid Illinois driver's license at time of hire);
- High school diploma or equivalent;
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date (July 25, 2015). CPAT and Ladder Climb certification must also be valid at time of employment offer;
- No felony convictions; no misdemeanors which preclude service as a fire fighter by statute (65 ILCS 5/10-1-7.1(i));
- Completion and submission of online application and all required documents by July 5, 2015.
- Ability to satisfy Background Standards.

## SELECTION AND HIRING

The following is a summary description of guidelines of the City of Urbana's Firefighter hiring process, revised in compliance with Illinois Public Acts 97-0251, 098-0760 and 098-0760. It is your responsibility to review any publications regarding the appointment process for Civil Service Firefighter on our website.

1. **Review of Qualifications:** Applications will be evaluated upon receipt by the Human Resources staff. Applicants not meeting the minimum qualifications of the position will be notified by email and will not be allowed to continue in the process.
2. **Physical Abilities Test (CPAT) and Ladder Climb:** The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a

Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility. A separate fee is charged for the administration of the CPAT and varies by location. The CPAT consists of eight critical physical tasks that simulate actual job duties on the fire ground. Candidates must successfully complete the following:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

Illinois Public Act 097-0251 mandates that all new Firefighter candidates must also participate in a ladder climb exercise and demonstrate an ability to operate from heights. This exercise is not related to the CPAT and will not impact a candidate's CPAT test result in any way. A certificate of completion will be issued to those who successfully complete the exercise. Candidate success is measured on a pass/fail basis. Failure to provide documentation of the successful completion of the CPAT **and** the Ladder Climb test will result in disqualification from the testing process. You must have proof of completion of the CPAT and proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date (July 25, 2015). CPAT and Ladder Climb certification must also be valid at the time a conditional employment offer is made. CPAT and Ladder Climb tests are offered by the Central Illinois Fire Chiefs (CIFC) facility located in Decatur, the Northeastern Illinois Public Safety Training Academy (NIPSTA) or the Southwestern United Fire District (SUFD). For registration and information about dates and fees, contact CIFC at <http://centralillinoisfirechiefs.com/Cpat.aspx> or (217) 424-2811; NIPSTA at [www.nipsta.org](http://www.nipsta.org) or (847) 998-8090; or SUFD at [www.sufd.org](http://www.sufd.org) or (630) 910-2087.

3. **Written Examination:** Examinees will be required to present a photo ID (e.g., driver's license, school or military ID, passport, etc.) to be admitted to the test. No prior training or experience in the job of fire fighter is assumed of examinees taking the test. The written exam will consist of two components: 1) an assessment of cognitive ability, and 2) non-cognitive traits. The cognitive component consists of deductive and inductive reasoning, information ordering, mathematical reasoning, spatial orientation, visualization, written comprehension and written expression. The non-cognitive portion will measure work styles (personality) and biographical data, which relate to one's life experiences, interests and abilities. The exam will take approximately 2.5 hours.
4. **Scoring of Examination Components/Preliminary Eligibility List:** The Civil Service Commission will create a Preliminary Eligibility List. Placement on the list will be based upon passage of the written

examination and the physical ability component. The passing score for the written test will be set by the Commission so as to demonstrate a candidate's ability to perform the essential functions of the job. The minimum score set by the commission shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws, in accordance with Illinois Public Act 098-0760.

5. **Subjective Component/Initial Eligibility List:** All candidates on the Preliminary Eligibility List will be scheduled for an oral interview. The criteria for scoring the Subjective Component are: the ability to express ideas; problem-solving ability; judgment (depth and maturity of thinking); initiative; work traits; expressed knowledge of work to be performed; clarity of oral and written expression; interest expressed in the position; active listening ability; service orientation; judgment; and ability to work with others. The subjective portion will be combined with the written exam scores to form the Initial Eligibility List (written exam 40%, oral interview 60%). The passing score will be in accordance with Public Acts 97-0251, 97-898 and 098-0760; the Initial Eligibility List will be published no more than 60 days after the oral interviews. Applicants on the Initial Eligibility List will be given a Ten-Day Preference Point Claim Notice.
6. **Preference Points:** Preference points shall be awarded as described in the "Claims for Preference" section of this announcement. Claims for preference points must be made in writing within ten (10) days **after** the posting of the Initial Eligibility List.
7. **Final Eligibility Register:** The Final Eligibility Register shall be established in numeric order after the awarding of verified preference points. The Final Eligibility List will be effective for 2 years from date of approval by the Board of Fire & Police Commissioners.
8. **Conditional Offer of Employment:** Applicants placed on the eligible register must pass a physical examination by a physician of the Commission's choice following an offer of employment. Applicants may also be subject to a drug screen, psychological evaluation, and background investigation including, but not limited to: police records check; credit check; inquiries of neighbors, relatives, employers, and other references. Candidates may be eliminated from the process at any time based on adverse information obtained from the background check. If the background questionnaire is not completed and turned in by the assigned due date, the candidate will be removed from the process. Final appointment is contingent upon the passing of all of these components.

#### **CLAIMS FOR PREFERENCE**

It is your responsibility to review the preference categories for Firefighter on our website. Claims for preference points may be made in writing within ten (10) days **after** the posting of the initial eligibility list. Applicants do not need to submit claims prior to the exam. Please note: preferences are only available to individuals who receive a passing score on the examination and cannot be applied to a failing examination score.

**VETERANS' PREFERENCE—5 points max:** Definition Of A Veteran per 65 ILCS 5/10-1-7.1(h)(1): Original appointments; fulltime fire department. Effective August 4, 2011: "Persons who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, shall be preferred for appointment to and employment with the fire department of an affected department."

If you are claiming veterans' preference, you must submit a copy of your DD Form 214 in order to receive proper credit. Upon successful verification, you will receive five (5) points added to your score on the initial eligibility register.

**RESIDENCY PREFERENCE—5 points max:** To qualify for Urbana Residency Preference, you must have lived within the defined corporate limits of Urbana for twelve consecutive months. You must submit a copy of your current valid Illinois driver's license or State I.D. card verifying your current address and a copy of one of the following current documents: voter's registration card, rental/lease agreement, Urbana Free Library

card, or real estate tax bill with homestead exemption. Upon successful verification, you will receive five (5) points added to your score on the initial eligibility register. This category is worth five (5) points.

**EMERGENCY MEDICAL TECHNICIAN (EMT) LICENSURE—5 points max.**

1. Current Illinois Department of Public Health EMT-Basic (IDPH EMT-B) license or current National Registry EMT Certification: three (3) points.
2. Current Illinois Department of Public Health EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P), or current National Registry Paramedic certification: five (5) points.

**CERTIFICATIONS—5 points max.**

State of Illinois Certified Firefighter II or State of Illinois Basic Operations Firefighter: five (5) points.

**EDUCATION PREFERENCE—3 points max.**

Preference points for post-secondary education from an accredited college or university will be awarded as follows: Associate's degree or 60 hours of coursework (or equivalent) or higher, any curriculum—3 points.

**VOLUNTEER COMMUNITY SERVICE—3 points max.**

To qualify for Volunteer Community Service preference points, an applicant must submit a letter of verification on the organization's letterhead and signed by a supervisor. That letter must state that the applicant is: currently active and in good standing as a volunteer; serving in a voluntary capacity (e.g., not as a part of court-ordered community service, school graduation requirement, etc. and/or is not receiving payment for services rendered); and has actively served as a volunteer in the organization for at least 12 months prior. This category is worth three (3) points.

**HOW TO APPLY**

All applications MUST be completed and received by 11:59 CST on Sunday, July 5, 2015; verification of successful CPAT and Ladder Climb completion MUST be uploaded and attached to your application by the deadline. You must apply online for this examination at [www.urbanaininois.us/jobs](http://www.urbanaininois.us/jobs). A confirmation for successful transmission will be sent by e-mail.

**EXAMINATION/CPAT FEES:** There is no fee for the application or written examination. Costs for the CPAT and Ladder Climb vary by testing location. The City of Urbana receives no proceeds from the CPAT fee.

**TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:** If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, click the corresponding circle in the online application. *You must also submit a letter of support from a qualified professional* detailing what type of accommodation you require at the exam site. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

**RELIGIOUS ACCOMMODATION:** If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, select the box under "Testing Accommodations" on your application. We will make arrangements for you to take the test on a different date.

**CURRENT MILITARY PERSONNEL:** Military personnel who, in connection with current service, **have military orders that indicate their unavailability due to military service on July 25, 2015**, should contact the Human Resources to request a make-up written examination (see contact information below). To request a make-up, complete an application and request such accommodation in writing with a copy of your military orders attached. Please include in your letter your e-mail address, daytime phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication.

**NO MAKE-UP EXAMINATION:** With the exceptions as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing dates. Candidates are advised to consider this BEFORE applying for the examination. If you submit an application by July 5, 2015, but are unable to appear for the written exam on due to an emergency or unanticipated hardship, you may request a make-up written examination by filing a written request with verifiable documentation to HR no later than

seven (7) calendar days from the original written examination date. HR reserves the right to approve or deny your request. HR may require an additional examination-processing fee upon approval of your request.

#### **IMPORTANT NOTIFICATION INFORMATION FOR CANDIDATES**

**CHANGE OF INFORMATION:** Candidates are responsible for notifying Human Resources of any change of contact information (including e-mail addresses and phone numbers) after applying for the examination. Candidates may submit changes of address by sending a written request, including former address, new address, effective date of new address, and to HRD at the e-mail or physical address below. Candidates may also log into their online application. Failure to keep your records up-to-date may jeopardize opportunities for employment.

**IDENTIFICATION AT THE EXAMINATION SITE:** At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

**DUTIES:** Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities. For a more detailed listing of duties, see the essential functions of a City of Urbana Firefighter, available on our Employment Opportunities page or at: [www.urbanaininois.us/firejobs](http://www.urbanaininois.us/firejobs).

**DUTY SCHEDULE:** Firefighters typically work 24 hours on-duty followed by 48 hours off-duty, including weekends and holidays.

**RESIDENCY:** Firefighters are required to live within a 35-mile radius of the corporate limits of the City of Urbana.

For more information about this position, visit: [www.urbanaininois.us/firejobs](http://www.urbanaininois.us/firejobs). For information on other employment opportunities, visit: [www.urbanaininois.us/jobs](http://www.urbanaininois.us/jobs).

#### **Correspondence may be directed to:**

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