

**Doña Ana County
Fire and Emergency Services**



Selection for Employment Process

TABLE OF CONTENTS

	Page
TABLE OF CONTENTS.....	2
INTRODUCTION.....	3
PHASE I.....	5
PHASE II.....	6
BACKGROUND AND SIGNIFICANCE.....	7
LITERATURE REVIEW.....	12
PROCEDURES.....	20
RESULTS.....	24
DISCUSSION.....	31
RECOMMENDATIONS.....	35
REFERENCES.....	37

Introduction

The purpose of the Doña Ana County Fire and Emergency Services Selection for Employment Process is to identify qualified applicants for hire based on the qualifications of the positions needing to be filled. The process involves the assessment of applicants on a variety of selection, observable, and measurable criteria that correlate to the position's knowledge, skills, and abilities (KSA) requirements which relate to the essential job functions. Reasonable accommodations will be made for any person with a disability.

The Selection for Employment Process will utilize an Assessment Center, comprised of a series of evaluative exercises, tests, simulations and interviews designed to evaluate a candidate's suitability for employment in the fire service. The Assessment Center consists of two phases, with multiple steps, as follows:

Phase I

- Application Form
- Written Examination
- Physical Agility Test (PAT)
- Interview

Phase II

- Reference Check
- Medical Examination
- Background Investigation and Polygraph

Phase I

- Application Form (Step 1)

The Doña Ana County Human Resources (HR) Department is tasked with this first step. The Application Form gathers information about the applicant regarding educational achievement, relevant work experience, and other pertinent data that is job related and/or a requirement for County employment. HR will screen the application forms to ensure that applicants meet the minimum qualifications for the position as listed on the job description and job posting. If the applicant meets the requirements and criteria for the position, the applicant will proceed to the next step of the process.

- Written Exam (Step 2)

Step 2 –Eligible applicants will be given a written examination. This examination is a cognitive ability test that is designed to assess a candidate's ability to learn and to perform the job. The examination measures verbal comprehension and the candidate's ability to read and speak at an acceptable level. It also measures quantitative abilities such as problem solving, mathematical interpretations, and reasoning ability, which refer to a person's capacity to develop solutions to diverse problems on the job. Eligible applicants will be notified when and where the exam will be administered. A passing

score of 70% or higher must be attained by an applicant in order to proceed to the next step of the process.

- **Physical Agility Test (Step 3)**

Step 3 – The purpose of the PAT is to determine which applicants possess the minimum physical agility to successfully and safely perform the job of a firefighter. The PAT measures the strength, reflexes, coordination, and other physical skills of the applicant. The PAT includes a maximum time limit to perform certain firefighting tasks and is scored on a pass or fail basis.

In order to perform the PAT, the applicant will be furnished with Firefighter Turn Out Gear or “Bunker Gear”. All candidates performing the PAT will wear this gear to simulate tasks and conditions firefighters encounter during emergency incidents or exercises. The gear weighs approximately 50-60 pounds and consists of a helmet, pants, jacket, gloves and SCBA. Athletic shoes are permitted during this test.

Physical Agility Test Components

The PAT consists of seven separate events, all to be completed within a maximum time of ten minutes. Each event has a specific significance to fire ground activity or acrophobia/claustrophobia. **Task #1:** High rise pack-carry. **Task #2:** Hose hoist. **Task #3:** Hose advancement. **Task #4:** Ventilation. **Task #5:** Rescue drag. **Task #6:** Tool-carry. **Task #7:** Ladder Extension.

Task # 1: High rise pack carry

- Candidate must shoulder and carry a 50-foot section of 3-inch hose up one flight of stairs onto the platform provided. The hose weighs approximately 45 pounds. This event simulates the critical task of carrying hose up flights of stairs in order to support fire ground or suppression efforts involving multi story buildings.

Task # 2: Hose hoist

- Candidate must hoist a rolled (donut roll) 50-foot section of 3-inch hose up one (1) story a total of four (4) times. The hand over hand method will be used. The hose must be safely raised up to the roller section and then let back down to the ground all while maintaining control. Hose weight is approximately 45 pounds. This event simulates the critical task of advancing necessary hose or tools up to the roof level in a safe and timely manner.

Task # 3: Hose advancement

- The candidate must advance 1¾ inch charged hose line 100 feet and discharge water. Running will not be allowed. This event simulates the critical task of advancing a charged hose line directly to the area of a fire for extinguishment or containment efforts.

Task # 4: Ventilation

- Candidate must move the weighted sled the desired pre-marked length of the track while using a shot mallet. The sled weighs approximately 165 pounds. The shot mallet

weighs approximately 10 pounds. This event simulates the critical task of ventilation of a rooftop for removal of super heated or toxic gases necessary in the aid of fire extinguishment, as well as search and rescue.

Optional 30 second break

- * NOTE* this optional break does not automatically disqualify you from the course; however, it will be counted as part of your total time for completion.

Task # 5: Rescue drag

- The candidate must safely drag a 185-pound training mannequin a total of 100 feet. The mannequin must remain in contact with the ground at all times. This event simulates the task of rescuing or removing an incapacitated victim from a hazardous environment to a safe area.

Task # 6: Tool carry

- The candidate must carry the Rescue tool a total of 100 feet. This task will be completed in a safe and controlled manner. The rescue tool weighs approximately 50 pounds. This event or task simulates carrying vital equipment from one location on the fire ground to another. Firefighter safety is the most important factor during any emergency situation.

Task # 7: Ladder extension/raise

- The Candidate must completely raise a 24-foot extension ladder and return it to the original position while using the hand over hand method. Complete control must be maintained at all times. This event simulates the critical task of securing and raising or advancing the extension portion of ladders with various lengths, in order to gain access to rooftops.

It is necessary to stress the importance of fire ground safety. These firefighting tasks require that the applicant complete them within the time frame allowed and as safely as possible.