

### City of North Royalton

### **Civil Service Commission**

Joseph Sadie, President Michael Fabish, Member Nicholas Phillips, Member

14600 State Road · North Royalton, OH 44133

440-237-5686 · fax: 440-237-4300

#### FIREFIGHTER/PARAMEDIC APPLICANTS:

#### YOUR APPLICATION PACKET CONTAINS THE FOLLOWING:

- Application and Checklist
- 2. Notice of Examination
- 3. Applicant Notice
- 4. Excerpts from:
  - a. North Royalton Civil Service Commission Rules and Regulations
  - b. Current Collective Bargaining Agreement between the City of North Royalton and the International Association of Fire Fighters, AFL-CIO, Local 2156
- 5. Tri-C Physical Agility Test Information

#### WHEN FILING YOUR APPLICATION, THE FOLLOWING MUST BE ATTACHED:

#### \*\*\*MAKE SURE ALL YOUR DOCUMENTS ARE COPIED, NO COPYING WILL BE DONE AT TIME OF FILING

- 1. Application and Checklist
- 2. Copy of valid Driver's License
- 3. Copy of current Physical Agility Test Certificate from Tri-C Fire Academy Training Center, must be turned in by APRIL 22<sup>nd</sup>, 2024. The Cuyahoga Community College Firefighter PAT must be completed within 5 minutes or less.
- 4. If you have Military Time copy of Dept. of Defense DD214 Discharge (must show honorable discharge). Service of less than 180 consecutive days in the Armed Services shall not be eligible for Veteran's Credit.
- If you have a College Degree in Fire Technology and/or Fire-Emergency Medical Services (and/or Official College Transcript showing degree earned). If you are submitting only the degree, make sure it specifies Fire Technology and/or Fire-Emergency Medical Services on the degree.
- 6. Copy of Paramedic card OR proof you are currently enrolled in a Ohio Paramedic Certified Program.
- 7. \$30.00 non-refundable fee (cash, check or money order payable to City of North Royalton).

APPLICATIONS WILL BE ACCEPTED AT NORTH ROYALTON CITY HALL 14600 STATE ROAD Weekdays 9:00 a.m. until 4:00 p.m. December 27, 2023 till March 29, 2024

It is your responsibility to make sure all the requested items are attached with your application and to remember the date of testing – No notices will be mailed out. You must notify the commission in writing of any address or phone number change. Failure to do so will result in your name being removed from the Eliqibility List. Any questions, contact the commission secretary at 440-237-5686 ext. 1100.



# **City of North Royalton**

### **Civil Service Commission**

Joseph Sadie, President Michael Fabish, Member Nicholas Phillips, Member

14600 State Road · North Royalton, OH 44133

440-237-5686 · fax: 440-237-4300

# APPLICANT CHECKLIST to be handed in with application

Required Items:				
	Signed Application			
	Copy of valid Driver's License			
	Copy of Firefighter's Physical Agility Test Certificate from Tri-C Fire Academy Training Center must be provided by <u>APRIL 22<sup>nd</sup></u> , 2024			
	\$30.00 non-refundable fee (cash, check or money order)			
	Copy of Paramedic card OR proof you are currently enrolled in an Ohio Paramedic Certified Program			
	Il of the following, in order to receive extra credit upon 70% passing of written attached to your application:			
	Military DD214 Discharge Certificate (showing Honorable Discharge). Service of less than 180 consecutive days in the Armed Services shall not be eligible for Veteran's Credit.			
	Associate Degree awarded by a certified full-time college or university in the field of <b>Fire Technology and/or Fire-Emergency Medical Services</b> (and/or Official College Transcript showing degree earned). If you are submitting only the degree, it must specify Fire Technology and/or Fire-Emergency Medical Services on the degree.			
	Credit for Service as Paid Call Member of North Royalton Fire Department			
	Credit for State of Ohio Firefighter Level 2 Certification			
	State Certification of Paramedic Course			
Applicant's signature	Date			
Applicant's Email address				

#### **City of North Royalton Pre-Employment Application**

You must complete this form to apply for employment. Answers must be complete and legible. Applications lacking sufficient information will not be processed. The City of North Royalton is an Equal Opportunity Employer and provider of ADA services.

		Applicant Info	rmation					
Applicant's Name (Last, Firs	st, M.I.)	P	osition Applying For					<del></del>
Street Address			low did you hear ab	- out this job		,		
Street Address			10W did you near at	out this job:	<i>;</i>			
City		S	tate		Zip			<u> </u>
Phone Number			Alternate Phone Nur	mber				
E-mailAddress		Į.	Do you need an aide, a application? If ye	assistance or a s, please ask				
Have you ever been a me	mber of the	Armed Services?	If yes, number of ye	ears served:				
Duty/Specialized Training Branch								
<ol> <li>Are any of your em</li> <li>Do you have the use</li> <li>Are you willing and</li> <li>Do you have a valie</li> <li>Can you travel if the</li> <li>Have you ever been</li> <li>Are you able to per</li> <li>Can you perform the</li> <li>Do you have suppled</li> <li>Are you related to a</li> </ol>	nployment rec se of a motor l able to secur d Commercia e job requires en discharged form the esse ne job-related lemental emp anyone who d		ense is required?  resigned in lieu of door without accommon which you are appropried in Royalton?	odations? lying? ion you are a		3	Yes	No N
		Education and	Training		<b>*************************************</b>	***************************************	H-Sterner was in the control of the	
	·····	School			<u> </u>	<del></del>	•	
Elementary						·····		<u></u>
High School Graduate/GED								
	Co	llege & Major		# Years A	ttended	Did	you Grad	duate?
Associates Degree							Yes [	] No
Bachelor's Degree							Yes [	] No
Master's Degree							Yes [	] No
Other							Yes [	] No
	Occup	pational Licenses, Reg	istration, Cer	tificates	(attach	CO		
License/Certificates	Certificates Issued By Field/Trade/Specialization License/Certification No. Issue I		Issue Da	ate		ration ate		

	<b>Employment His</b>	story			
Please list below all work-related experience description of regularly assigned ongoing duresume (if available) to this application.	e, starting with the most recent em ties for each job. Additional shee	ployment and working backw ts may be attached if necessa	rards. Provide a detailed ary. Please attach a current		
Employer	Job Title	Dates of Employment (	Month & Year)		
			Го:		
Business Address					
0		0			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.		
Description of job duties and give approxima	ate percentage of major duties	Reason for leaving			
Employer	loh Titlo	Dates of Employment (	Month & Vocal		
Employer	Job Title		Month & Year) Fo:		
Business Address					
Supervisor Name and Title	· · · · · · · · · · · · · · · · · · ·	Starting/Ending Salary	Telephone No.		
Cupervisor Hame and Thic		Claring/Enting Calary	relephone ive.		
Description of job duties and give approxima	ate percentage of major duties	Reason for leaving			
Employer	Job Title	Dates of Employment (			
		From:	Го:		
Business Address	<u> </u>				
Business Address					
Supervisor Name and Title		Starting/Ending Salary	Telephone No.		
Description of job duties and give approxima	ate percentage of major duties	Reason for leaving			
List any other courses, classes, trainings, or	volunteer work that would anable	you to perform the position for	or which you are applying		
List any other courses, classes, trainings, or	volunteer work that would enable	you to perform the position it	or which you are applying.		

Special Skills: List specialized training, office machinal any other skills which add to your qualifications.	nesyou can op	erate, typing spe	eed, languages you speak fluently, etc. and
	M.		
Do you have computer skills? Please list software program	s you have used	<u>f:</u>	
Do we have permission to contact your present employer			☐ Yes ☐ No
Do we have permission to contact your previous employer?  Date available for employment:		***	☐ Yes ☐ No
Date available for employment.	Reference		
List three PROFESSIO			relatives, who may be contacted.
Name and Address	Telephone Nu	mber	Occupation
Name and Address	Telephone Nu	mher	Occupation
Name and Address	Telephone Nu		Codepation
Name and Address	Telephone Nu	mber	Occupation
			ate against any individualor ation, religion, age, height,
	the parents of statement of the parent		color, marital status,political ability who may need an
accommodation to	o complete the	e pre-employm	nent application or participate
		ld make such a ıan Resource	a request to the City of North Department.
Visit our website at <u>www.no</u>	rthroyalto	n.org	
Appl	icant Cert	ification	
I certify that all information above is true and complete and forfeiting any rights to consideration for employment with			
statements contained in this application for empl decision. Iunderstand that ifaccepted by the City of No.	loyment as m	ay be necess	ary in arriving at an employment
to resign at any time. Similarly, the City of North Roya	Iton is free to d	conclude my en	nployment at any time. I further recognize
that this application is not a contract and cannot created discharge without cause unless otherwise specified by		no macii nireo	i will be an employee at will, subject to
A 1' 1 2' 1 1 2' 1 1 1 1 1 1 1 1 1 1 1 1		Dete	
Applicant Signature		Date	



## FIREFIGHTER / PARAMEDIC ENTRANCE EXAMINATION CITY OF NORTH ROYALTON, OHIO

The City of North Royalton Civil Service Commission will conduct an examination for the position of FIREFIGHTER / PARAMEDIC to establish an eligibility list. Starting salary-\$62,849.59. Applications available online at <a href="https://www.northroyalton.org">www.northroyalton.org</a> and at North Royalton City Hall, 14600 State Road, North Royalton, OH. The City does not accept completed applications returned by mail, fax or electronically. **Completed applications must be returned to City Hall, 14600 State Road**, between the hours of 9:00 a.m. & 4:00 p.m. weekdays. **Deadline for submission of applications is Friday, March 29, 2024 at 4:00 p.m.** If you have special circumstances and need to make special arrangements to drop off your application packet, please call 440-237-5686 ext 1100.

Successful completion of the Firefighter Physical Agility Test from Cuyahoga Community College (Tri-C) must be submitted by April 22, 2024. The Cuyahoga Community College Firefighter Physical Agility Test must be completed within 5 minutes or less.

Written examination will take place **Wednesday, April 17, 2024 at 6:00 p.m. promptly** at North Royalton High School, 14713 Ridge Road, North Royalton, OH, 44133. Proper identification (driver's license/picture I.D.) is required for admittance. Please arrive early to get checked in.

Qualifications and Procedures: Must be a U.S. citizen; possess a valid Driver's License; minimum of 18 years of age prior to appointment; possess a High School Diploma or equivalent G.E.D. certificate; must achieve a minimum passing grade of 70% on the written examination; possess current Tri-C Firefighter Physical Agility Certificate (by April 22, 2024). ALL APPLICANTS must have a Paramedic card OR proof you are currently enrolled in an Ohio Paramedic Certified Program. Individual must retain Ohio Paramedic certification for duration of employment with the City. A new hire must comply with all State and Local Laws.

Copies of the following **MUST** accompany completed application: Valid Driver's License; Paramedic Certification OR proof you are currently enrolled in an Ohio Paramedic Certified Program, and \$30.00 fee (non-refundable) cash, check or money order payable to the City of North Royalton.

\*\*Copy of current Tri-C Firefighter's Physical Agility Test must be provided by APRIL 22nd, 2024. Sign up is required by the Wednesday before the test. Test dates are Sunday January 7, February 11, March 17, April 21, 2024. Register online. These sessions fill up quickly.

Applicants achieving the 70% minimum passing grade will receive extra credit upon proof presented as defined in the Application Packet. Proof must be filed with completed application. Any candidate eligible for consideration for appointment must submit to polygraph exam, background investigation and oral interview, must pass psychological exam and medical exam including drug screening.

## The City of North Royalton is an Equal Opportunity Employer Joseph Sadie, President, Civil Service Commission

CIVIL SERVICE COMMISSION CITY OF NORTH ROYALTON 14600 STATE ROAD NORTH ROYALTON, OH 44133

**GENERAL INFORMATION** 

#### **PLEASE READ CAREFULLY**

AGE: Minimum of 18 years of age PRIOR to appointment.

CITIZENSHIP: Applicants must be citizens of the United States. If foreign born, proof of

citizenship shall be submitted upon request.

DRIVERS LICENSE: Applicants must have a valid Driver's License. Each applicant shall submit a copy

of same at time of filing application. Ohio operator license shall be maintained

throughout employment.

EDUCATION: Each applicant must have a High School Diploma or equivalent (i.e. G.E.D.)

**PARAMEDIC** 

REQUIREMENT: All applicants must be a Licensed Paramedic (State of Ohio or National Registry)

OR show proof you are currently enrolled in a Ohio Paramedic Certified Program,

per the North Royalton Civil Service Commission. Once you achieve your Paramedic Certification, it shall be maintained for the duration of employment

with the City.

CREDITS: Credits will be given as defined in the North Royalton Civil Service Commission

Rules and Regulations, at the discretion of the Civil Service Commission, when the applicant achieves at least the minimum passing grade of 70%. Credits are

as follows:

[1] Military Services - copy of Department of Defense Form (DD214)
Discharge required at time of filing application. (must show honorable discharge). Service of less than 180 days consecutive days in the Armed

Services shall not be eligible for credit.

[2] College Degree in **Fire Technology and/or Fire-Emergency Medical Services** (and/or Official Transcript showing degree earned). If you are submitting only the degree, make sure it specifies Fire Technology on the

degree.

[3] State of Ohio Firefighter Level 2 Certification – copy of State Certification

required at time of filing application.

(Copies of the above Civil Service Commission Rules and Regulations sections are attached for your reference.) To receive credit, proof must be presented at the

time of filing application.

PHYSICAL EXAMS: Qualified candidates will be subject to and must pass strict physical examination

(cardiovascular and pulmonary diseases) and drug testing by qualified physician prior to appointment. Subject to random drug test pursuant to labor agreement

throughout employment.

PSYCHOLOGICAL TEST: Qualified candidates will be subject to and must pass psychological testing by

qualified psychological testing agency.

POLYGRAPH EXAMS: Qualified candidates will be subject to polygraph (lie detector) examination by

a qualified polygraph operator.

AGILITY TESTING: Copy of current Tri-C Firefighter's Physical Agility Test must be provided by APRIL

22, 2024. Sign up is required by the Wednesday before the test. The next test dates are January 7, February 11, March 17 and April 21, 2024. Register online. These

sessions fill up quickly.

FEE: A \$30.00 NON-REFUNDABLE fee is due at time of filing application.

INVESTIGATION: All candidates will be subject to strict background investigations of social

activities, employment, schooling, memberships and other activities that

might reflect upon the candidate's qualifications for appointment.

ADDITIONAL BACKGROUND

INFORMATION: Applicants passing the written test with a minimum passing grade of 70% must

submit to a polygraph test, oral interviewing, and shall be required to submit additional background information upon investigation by a qualified agency on forms that will be provided at that time. Qualified candidates must pass a psychological examination, doctor's physical and drug screening prior to

appointment.

APPLICATIONS: Available starting Wednesday, December 27, 2023 online at

www.northroyalton.org and at North Royalton City Hall, 14600 State Road, North Royalton, Ohio 44133 weekdays. If you have special circumstances and need to make special arrangements to drop off your application packet please call 440-237-

5686 ext. 1100.

Completed applications must be returned to North Royalton City Hall between the hours of 9:00 a.m. to 4:00 p.m weekdays, starting December 27, 2023 and ending March 29, 2024 at 4:00 p.m.

WRITTEN TEST: The written test will be given on Wednesday, April 17, 2024 at 6:00 p.m. at

North Royalton High School, 14713 Ridge Road, North Royalton, OH. Applicants must present proper identification (Driver's License or picture ID) for admittance

to take the test.

TESTING COMPANY: The test will be administered by Clancy & Associates.

#### SALARY AND BENEFITS

WAGES: \*\*Starting salary \$62,849.59. Refer to Salary schedule in Agreement between

City of North Royalton and International Association of Fire Fighters, AFL-CIO,

**LOCAL 2156** 

OVERTIME: Time and one half; optional in cash or time off (comp. time)

HOSPITALIZATION: Medical, vision, dental care and life insurance coverage as selected by City.

CLOTHING: Uniform allotment pursuant to current Collective Bargaining Agreement.

EDUCATIONAL PAY: Up to \$500.00 annually based on current Collective Bargaining Agreement.

PROFESSIONAL PAY: Up to \$300.00 annually based on current Collective Bargaining Agreement.

LONGEVITY: Beginning after five years of full-time service, \$100.00 per year longevity paid

annually the first pay period ending after the anniversary date of hire up to the

maximum of \$2,500.00.

SICK LEAVE: Sick leave accumulated at the rate of 5.73 hours every pay period.

PAID HOLIDAYS: 10 paid holidays as per present Collective Bargaining Agreement; 5 personal

days.

VACATION: After 1 year Five (5)tours 2 weeks

After 5 years Seven (7)tours 3 weeks
After 10 years Ten (10) tours 4 weeks
After 15 years Twelve (12) tours 5 weeks
After 20 years Fifteen (15) tours 6 weeks

RETIREMENT: State of Ohio, Firemen's Pension Plan.

TRAINING: All appointees must attend and pass the State of Ohio Firefighter Level 2

Course within the first year of appointment. All appointees must be a Licensed

Paramedic (State of Ohio or National Registry).

PROBATIONARY PERIOD: All newly hired employees in the Fire Department (as a Firefighter/Paramedic)

will be required to serve a probationary period pursuant to the current Collective

Bargaining Agreement. Paramedic certification must be maintained for the

duration of employment with the City.

#### \*\*\*SALARY AND BENEFITS SUBJECT TO CHANGE

# EXCERPTS FROM NORTH ROYALTON CIVIL SERVICE COMMISSION RULES AND REGULATIONS REGARDING EXTRA CREDIT (FIREFIGHTER/PARAMEDIC ENTRANCE EXAM)

#### 14. Credits for Entrance Examinations

The following credits shall be applied to Entrance Examinations only.

a. <u>Credit for Military Service</u> - When proper proof of acceptable service in the Armed Forces of the United States as defined in Section 124.23 of the Ohio Revised Code, is presented to the Commission and such ex-serviceman or woman is being otherwise eligible has received a passing grade of seventy percent (70%) or more in any regular entrance examination, he or she shall be granted an additional credit of twenty percent (20%) of such grade, thereby receiving a final grade twenty percent (20%) higher than his examination grade. Service of less than 180 consecutive days in the Armed Services shall not be eligible for Veteran's Credit.

Requests for the additional credit for Military Service, together with an Honorable Discharge or other proof of satisfactory service, shall be submitted to the Commission with the application for the examination.

No additional credit for Military Service shall be allowed in promotional examination.

- b. <u>Credit for Education (Fire Department)</u> When proper proof of an Associate Degree awarded by a certified full-time college or university in the field of Fire Technology and/or Fire-Emergency Medical Services is presented to the Commission and such candidate being otherwise eligible after having received a passing grade of seventy percent (70%) or more in any regular Firefighter/Paramedic entrance examination independent of credit given in part 14 (a), (d), (f), (g) and (h) of this rule, he or she shall be granted an additional credit of five (5) points added to his or her examination grade.
- d. <u>Credit for Service as Paid Call Member of North Royalton Fire Department</u> When proper proof of being a member in good standing of the North Royalton Fire Department (Paid Call Member) is presented to the Commission and such candidate being otherwise eligible after

having received a passing grade of seventy percent (70%) or more in any regular Firefighter/Paramedic entrance examination independent of credit given in part 14 (a) and (b) of this rule, he or she shall be granted an additional credit of five (5) points added to his or her examination grade.

- f. <u>Credit for State of Ohio Firefighter Level 2 Certification (Fire Department)</u> When proper proof of successful completion of the State of Ohio Firefighter Level 2 Certification is presented to the Commission and such candidate being otherwise eligible after having received a passing grade of seventy percent (70%) or more in any regular Firefighter/Paramedic entrance examination independent of credit given in part 14 (a), (b), (d), (f) and (h) of this rule, he or she shall be granted an additional credit of three (3) points added to his or her examination grade.
- g. <u>Credit for Paramedic Course (Fire Department)</u> When proper proof of successful completion and state certification of the Paramedic Course is presented to the Commission and such candidate being otherwise eligible after having received a passing grade of seventy percent (70%) or more in any regular Firefighter/Paramedic entrance examination independent of credit given in part 14 (a), (b), (d), (f) and (h) of this rule, he or she shall be granted an additional credit of three (3) points added to his or her examination grade.

# EXCERPT FROM NORTH ROYALTON CIVIL SERVICE COMMISSION RULES AND REGULATIONS REGARDING CHANGE OF ADDRESS NOTIFICATION AND INSPECTION OF EXAMINATION PAPERS (APPOINTMENT MANDATORY)

#### 8. Change of Address

Each person on an Eligibility List shall file with the Commission written notice of any change of address and failure to do so may be considered sufficient reason for not certifying his name to appointing authorities for future appointments. Notification of change of address to the Civil Service Commission is also required immediately for all classified employees in the City of North Royalton.

#### 12. Inspection of Examination Papers

a. Prior to grading: Within five (5) days after the date of examination (Saturdays, Sundays and Holidays excluded), participants in any examination may inspect the examination questions together with the answer key.

Participants may make notes on the various questions. Any protest by a participant as to the questions asked or the answer key shall be filed in writing with the Commission Secretary within the five (5) day period and shall contain detailed supportive information covering each protest.

Immediately following this inspection period, the Commission shall carefully consider all objections, and make such changes in the answer key as are warranted after which the answer key adopted shall be used in the actual scoring of the examination papers.

If a revision in the examination or rating key is made, the provisions shall be made available to the examinees.

Appointment to view questions and answer key shall be made with the Civil Service Commission Secretary or in her absence, with the President of the Commission.

- b. The Examination papers of each contestant shall then be graded. Each participant shall be notified by mail as to his grade.
- c. After notice of grade has been received, each participant shall have the right to inspect his examination paper and the answer sheet within ten (10) days of the postal date indicated on the mailed notice of his grade (Saturdays, Sundays and Holidays excluded.) Any protest as to the grading must be filed in writing with the Commission Secretary by the participant within the ten (10) day period. The Commission shall then give consideration to all protests and make such changes as are warranted. The Commission shall then establish the Eligibility List and no grades given in any examination shall be changed after the posting of any Eligibility List.

#### **ZZZZ2014**

### Firefighter's Physical Agility Test

Delivery Options: Hands-On/Instructor Led

### **Course Description**

Registration must be completed and paid for by 3pm on the Wednesday prior to the test date. Registration CLOSES the Wednesday before every test. If you are having an issue with registration please email weststudenthelp@tri-c.edu, let them know your issue and they can help. We cannot register anyone within the Fire Academy office. Prior to the test date you will receive an email, typically sent on Fridays, from the FTA office with an assigned time slot for your test. You cannot show up for any time slot, you must be assigned a time. Walk-ins are not accepted.

The test starts promptly at your scheduled time. Late arrivals will not be tested.

#### Course Outline

This certificate is utilized by Civil Service Commissions as a step in the hiring process of firefighters.

31483		
DAYS - Su		
Jan 07, 2024		
Hands-On/Instructor Led		
Available		
Section Title:	Firefighter's Physical Agility Test	
Туре:	Discussion/Lecture	
Days:	Su	
Time:	7:30AM to 12:30PM	
Dates:	Jan 07, 2024	
Schedule and Location:	View Details	*******
Contact Hours:	5.0	
Location:	Western Campus	
Delivery Options:	Hands-On/Instructor Led	
Course Fee(s):	open enrollment <b>non-credit</b> \$75.00	
31484		
DAYS - Su		
Feb 11, 2024		
Hands-On/Instructor Led		
Available		
Section Title:	Firefighter's Physical Agility Test	
Type:	Discussion/Lecture	13.40
Days:	Su	

Time: 7:30AM to 12:30PM Dates: Feb 11, 2024 Schedule and Location: View Details Contact Hours: 5.0 Location: Western Campus **Delivery Options:** Hands-On/Instructor Led Course Fee(s): \$75.00 open enrollment non-credit 31486 DAYS - Su Mar 17, 2024 Hands-On/Instructor Led Available Section Title: Firefighter's Physical Agility Test Discussion/Lecture Type: Days: Su 7:30AM to 12:30PM Time: Mar 17, 2024 Dates: Schedule and Location: View Details Contact Hours: 5.0 Location: Western Campus **Delivery Options:** Hands-On/Instructor Led \$75.00 Course Fee(s): open enrollment non-credit 31489 DAYS - Su Apr 21, 2024 Hands-On/Instructor Led **Available** Section Title: Firefighter's Physical Agility Test Type: Discussion/Lecture Days: Su Time: 7:30AM to 12:30PM Dates: Apr 21, 2024 Schedule and Location: View Details Contact Hours: 5.0 Location: Western Campus **Delivery Options:** Hands-On/Instructor Led Course Fee(s): open enrollment non-credit \$75.00