



# **MEHLVILLE FIRE PROTECTION DISTRICT**

## **Critical Care Paramedic**

2017  
Minimum Hiring Standards  
& Hiring Process  
Informational Packet

<http://www.mehlvillefire.com>

## MINIMUM HIRING STANDARDS

1. **Age:** Applicant must be 21 years of age or over.
2. **Driver License:** Applicant must possess a valid State Driver License. Attach a copy to application.
3. **Education:** Applicant must be a high school graduate or possess a valid high school equivalency certificate. Attach a copy to application.
4. **Background Report:** Applicants will be required to provide the District with authorization to have a consumer report (background check) ordered on the applicant in connection with his/her employment application. The District may order reports on the applicant to include social security number verification; criminal, public, educational and, as appropriate, driving record checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results and other pertinent information as outlined in the Background Check Disclosure and Authorization Form. An applicant will be eliminated from the process if:
  - there is evidence of any false or misleading statement found on the applicant's resume or application;
  - the accumulation of five or more points recorded against the applicant's driving record in the prior 36 month period;
  - the applicant has been convicted of any felony or any other crime involving moral turpitude. Consideration of conviction records in employment decisions will take into account the nature and gravity of the offense or conduct; the time that has passed since the offense, conduct and/or completion of the sentence; and the nature of the position of Critical Care Paramedic.
5. **Paramedic Certification:** Applicant must be EMT-P Certified by the State of Missouri. CCP-C certification is preferred.
6. **Minimum Hiring Standards:** The Minimum Hiring Standards must be achieved by the Written Test date of January 28, 2017. Applicants not possessing the minimum hiring standards will be eliminated from the process.

## HIRING PROCESS

1. **Application:** Applications will be accepted from December 12, 2016 through January 20, 2017 between 8:00 a.m. and 4:30 p.m. at Headquarters. Applicant must include copies of the required and relevant certifications. Applicant should also attach to the application a Resume. Applicant should obtain a Minimum Hiring Standards & Hiring Process Informational Packet and familiarize themselves with the hiring process information. Please see Page 5, Items to be attached to Application.
2. **Written Examination:** Critical Care Paramedic applicants must take a written examination. The Written Examination will carry a 30% weighting in the overall scoring.

Applicants must present a State Driver License in order to take the test. Applicants who meet the minimum hiring standards will sit for the exam on January 28, 2017 at 9:00 a.m. at Andre's South, 4254 Telegraph Road, St. Louis, Missouri 63129, 314.894.2622. Applicants must be present for the written test or will be eliminated from the process.

The questions on the written exam will be taken from Transport of the Critical Care Patient by Rosemary Adam, RN, EMT-P and Chris Cebollero, CCEMT-P, ISBN 978-0-323-08272-3.

3. **Oral Interview:** The 30 highest scoring applicants, on the written test, will be interviewed by a Committee consisting of members of management. The Oral Interview will carry a 20% weighting in the overall scoring. The highest scoring 20 applicants who interviewed will proceed to the EMS Skills Assessment Center.
4. **EMS Skills Assessment Center:** The highest scoring 20 applicants, who participated in the Oral Interview, will proceed to the EMS Skills Assessment Center and the Psychological Profile. During the Assessment Center, each applicant will be given the opportunity to demonstrate their skills in one or more EMS scenarios. Questions will also be posed to the applicant regarding the EMS scenarios and to assess the applicant's cognitive ability to verbalize what was presented in the scenario(s). The EMS Skills Assessment will carry a 50% weighting in the overall scoring.
5. **Psychological Profile:** The applicants who participate in the EMS Skills Assessment Center will take an on-line screening, designed specifically for candidates in protective services. The testing screens for emotional ability, integrity and control, intellectual efficiency and interpersonal relations.
6. **Preference:** Applicants possessing CCP-C certification will be given preference when employee selection is being made.
7. **Rights:** Mehlville Fire Protection District reserves the right to continue testing candidates, from the hiring list, that were not allowed to proceed in the process originally.

## 2016 BENEFITS

### **SALARY**

Starting annual wage Critical Care Paramedic \$55,352. The CCP with CCP-C certification will receive \$4,000 of additional annual compensation (\$59,352). The CCP-C's full wages will be reached at the beginning of the fifth year \$83,001.

### **CLOTHING ALLOWANCE**

A new employee will receive a uniform allowance of \$700 in 2017. The uniform allowance in subsequent years will be \$500.

### **SICK LEAVE**

Employees earn 8 sick leave days per year with a \$1,600 annual bonus for perfect attendance.

### **VACATION (2017)**

1 Year	4 Days
2 Years	6 Days
7 Years	8 Days
12 Years	10 Days
17 Years	12 Days

### **HOLIDAY PAY**

\$200 per year

### **EDUCATIONAL BENEFITS**

Certification and re-certification benefits will be paid as well as \$5,000 per year tuition reimbursement for degreed curriculums.

### **HEALTH INSURANCE**

The District pays health insurance premiums in full for the employee and dependents. The District pays dental and vision insurance premiums in full for employee coverage and pays 50% of dental and vision premiums for dependent coverage.

### **DEFERRED COMPENSATION PLAN**

New employees are eligible to participate in the deferred compensation plan with AUL.

### **401(a) DEFINED CONTRIBUTION PENSION PLAN**

Employees will receive contributions to their AUL employer funded 401(a) equal to eight percent of their annual W-2 wage earnings. Contributions will increase with seniority.

### **WELLNESS PROGRAM**

The District will contribute \$700, prorated, to a new employee's Health Savings Account in 2016.

### **WORKER'S COMPENSATION**

### **LIFE INSURANCE and LONG TERM DISABILITY**

The District pays 100% of premiums for a life insurance benefit of \$72,000 and Long Term Disability.

*Benefits are subject to change.*

### ITEMS TO BE ATTACHED TO APPLICATION:

- State Driver License;
- Paramedic License through the State of Missouri;
- Resume;
- High School Graduation Diploma or equivalent;
- Background Check Disclosure and Authorization Form (signed);
- Certifications to be attached:
  - CCP-C
  - Mobile Integrated Healthcare/Community Paramedicine
  - ACLS
  - PALS
  - PHTLS or ITLS
  - AMLS