



MEHLVILLE FIRE PROTECTION DISTRICT

Critical Care Paramedic

**Minimum Hiring Standards
&
Hiring Process Information**

September, 2018

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.
6. **Critical Care Paramedic Certification:** CCP-C or FP-C certification is preferred. An applicant who holds a current CCP-C or FP-C certification, that is not nationally certified, will be subject to approval by the District's Medical Director.
7. **Minimum Hiring Standards:** The Minimum Hiring Standards must be achieved by the Written Test date of November 8, 2018. Applicants not possessing the minimum hiring standards will be eliminated from the process.

HIRING PROCESS

- 1. Application:** Applications will be accepted from September 24 through October 31, 2018 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 Information Packet and familiarize themselves with the hiring process. 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 November 8, 2018 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 written exam will consist of 100 questions. 50 Questions will be taken from Mosby's Paramedic Textbook, Fourth Edition, Chapters 13, 15, 18, 19, 20, 21, 22, 24, 25, 28, 29, 34, 35, 36, 37, 38, 39, 41, 42, 43, 44, 46, and 48, by Mick J. Sanders. 50 Questions will be taken from Critical Care Transport, Second Edition, by AAOS and ACEP, Jones and Bartlett Learning, Chapters 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 18, 19, 20, and 22.
- 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 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 or FP-C certification may 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.

8. Any offer of employment for the position of Critical Care Paramedic will be contingent on the applicant successfully passing a physical and musculoskeletal examination, a substance abuse test and a Fit for Duty (physical agility test).

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
 - FP-C
 - Mobile Integrated Healthcare/Community Paramedicine
 - ACLS
 - PALS
 - PHTLS or ITLS
 - AMLS

2018 BENEFITS

WAGES

The starting annual wage for the position of Critical Care Paramedic is \$56,294. The CCP with CCP-C or FP-C certification will receive \$4,000 additional annual compensation (\$60,294). The CCP-C's full wages will be reached at the beginning of the fifth year \$84,344.

CLOTHING ALLOWANCE

A new employee will receive a uniform allowance of \$700 upon hire. 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

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 OneAmerica.

401(a) DEFINED CONTRIBUTION PENSION PLAN

Employees will receive contributions to their OneAmerica 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 2018.

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.