



**CHICAGO FIRE DEPARTMENT  
PERSONNEL MEMO NO. M-02-2015**



July 15, 2015

**SUBJECT: NOTICE OF JOB OPPORTUNITY**

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Attached is the "Notice of Job Opportunity" listing for entry level Paramedic.

Frequently asked questions can be found at:

[http://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/alerts/2015/July/2015\\_Paramedic\\_FAQs.html](http://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/alerts/2015/July/2015_Paramedic_FAQs.html)

The notice will be posted for 21 days on the City of Chicago's website. Applicants must apply at:

<http://www.cityofchicago.org/FireApplication>

**BY ORDER OF:**

Adrienne L. Bryant  
Deputy Commissioner  
Human Resources

**APPROVED:**

Anthony P. Vasquez  
Deputy Fire Commissioner  
Bureau of Administrative Services

**TO BE READ AT FOUR (4) ROLL CALLS AND POSTED.**

**Distribution: A**

## Job Description

### **PARAMEDIC( 8750-CFD-2015)**

#### Description

PARAMEDIC

#### **JOB ANNOUNCEMENT**

#### CHICAGO FIRE DEPARTMENT

**DUTIES:** Under general supervision, a Paramedic responds to calls for emergency medical assistance to provide pre-hospital emergency medical care. Treats sick and injured persons at fire and emergency scenes by assessing the nature and extent of illness or injury and following established protocols. Uses medical equipment and applies paramedical protocols to administer injections of medications and drugs, monitor cardiac patients and perform other required medical procedures. Prepares patients for transport to hospital facilities, placing them on a stretcher or other conveyance devices, lifting and carrying patients as required. Prepares patient care reports and other documents as required. Inspects and ensures that medical, electronic and communications equipment on an ambulance are in proper operating condition. Inspects the operational condition of ambulance and related apparatus and performs routine operator maintenance checks of ambulances. Inventories supplies on ambulance, inspects the condition and quality, and restocks supplies following each run or as required. Ensures safe operation while driving the ambulance and other vehicles to and from emergency scenes and hospitals. May participate in public education safety programs to educate the public concerning fire prevention and safety programs. Attends training classes and participates in company drills relating to paramedic protocols, hazardous materials awareness and operations, extrication and related Emergency Medical Service (EMS) operations. Performs general maintenance and cleaning of Fire Department equipment and general housekeeping of firehouse facilities. Strictly employs universal precautions, proper barrier devices and routine hand washing in the prevention of disease transmission. Performs related duties as required.

**HIRING PROCESS:** Applicants who meet the minimum qualifications and attach appropriate required documentation to their application will be placed on a referral list in lottery order. As vacancies become available, applicants will be referred in lottery order to the Chicago Fire Department. Candidates must pass a background investigation, drug screen, medical examination, physical performance test and other pre-employment procedures as determined by the Chicago Fire Department.

**FIRE ACADEMY:** Paramedic candidates must successfully complete all requirements of the Fire Academy.

**APPLICATION PERIOD:** Wednesday, July 15, 2015 at 12:01 AM (00:01) Central Standard Time (CST) through Tuesday, August 4, 2015 at 11:59PM (23:59) Central Standard Time (CST).

**NOTE:** All applications must be completed online. All communication sent to applicants regarding the payment and application status will be sent via e-mail to the e-mail account entered on the application.

**THIS POSITION IS IN THE CAREER SERVICE.  
CAREER SERVICE CAN BE OBTAINED AFTER SUCCESSFULLY COMPLETING A 9 MONTH  
PROBATIONARY PERIOD.**

#### Qualifications

#### **MINIMUM QUALIFICATIONS**

A current, valid, State of Illinois Emergency Medical Technician/Paramedic's (EMT/P) license AND a current, valid, U.S. driver's license AND an ACLS (Advanced Cardiac Life Support) certification, AND a CPR (Cardiac

Pulmonary Resuscitation) certification are required.

**NOTE:** Applicants **MUST ATTACH** a copy of **ALL OF THE FOLLOWING AT THE TIME OF APPLICATION.**

1. A current, valid, State of Illinois Emergency Medical Technician/Paramedic's (EMT/P) license
2. A current, valid, U.S. driver's license
3. An ACLS (Advanced Cardiac Life Support) certification AND
4. A CPR (Cardiac Pulmonary Resuscitation) certification. **Failure to attach these documents will result in an incomplete application and you will not be considered for this position.**

**NOTE:** If you experience difficulty attaching your required documentation, please call the Help Desk at (312) 744-4976 between the hours of 8:30am (CST) and 4:30pm (CST), Monday through Friday. You can also e-mail your documents to [fire-application@cityofchicago.org](mailto:fire-application@cityofchicago.org) **It is the responsibility of the applicant to ensure the required documentation is properly attached to the application by the close of the application period.**

**RESIDENCY REQUIREMENT:** An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**REGISTRATION FEE:** \$30.00 per application. The fee payment will be collected at the time of application. After you have completed and submitted your online application, you will receive an e-mail which contains the link to the payment site in order to complete the registration fee payment process. All payments must be received by the last day of the application period which is Wednesday, August 5, 2015. **NO REFUNDS WILL BE GIVEN TO ANYONE UNDER ANY CIRCUMSTANCES.** Paying the fee does not guarantee an offer of employment with the City of Chicago. This fee is required by the Municipal Code of Chicago 2-74-020 and is charged to help with the cost of the selection process. Failure to pay the registration fee by the last day of the application period which is Tuesday, August 4, 2015, will result in an incomplete application and you will not be considered for this position.

**FEE WAIVER REQUESTS:** If you are presently receiving unemployment compensation, supplemental security income or general assistance, or your income is below the federally defined poverty level, you may be eligible for a fee waiver. The online application will ask you if you would like to request a fee waiver and provide you with the steps to complete the fee waiver request process.

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in removal from consideration for Veterans Preference.**

#### **LINE OF DUTY PREFERENCE NOTE**

The City of Chicago offers a Line of Duty preference to qualified applicants who are immediate family members of sworn Police and uniformed Fire Department Personnel who died in the line of duty or who were immediate family members of individuals who have served on active duty of the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the United States who died in the line of duty in a combat zone, will be granted preference for an entry sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. The definition of immediate family member, line of duty, and combat zone will be determined by the appropriate authorizing and governing bodies. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing.

Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement.

To apply, please visit the following link:

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/line\\_of\\_duty\\_preference.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/line_of_duty_preference.html)

#### **CPFTA PREFERENCE NOTE**

Qualified applicants that have successfully completed the Chicago Police and Fire Training Academy will be granted preference for an entry position for the sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing.

Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement.

#### **CPS PREFERENCE NOTE**

The City of Chicago offers a CPS Graduate Preference to high school graduates from the Chicago Public School system. In order to receive the CPS Graduate Preference, candidates need to indicate whether or not they are a CPS high school graduate by answering "yes" or "no" to the question on the online application that asks, "Are you a high-school graduate of the Chicago Public Schools (CPS) and do you want to be considered for this preference?" In addition, you must attach documentation to verify your high school graduation from a Chicago Public High School. You must attach a copy of your high school transcripts or diploma from a Chicago Public High School. **Failure to answer the question and attach the required documentation will result in you not being considered for CPS Graduate Preference.**

**NOTE: THIS JOB ANNOUNCEMENT IS NOT AN OFFER OF EMPLOYMENT. COMPLETION OF ANY STEP OR ALL STEPS IN THE PARAMEDIC HIRING PROCESS OR BEING PLACED ON THE PRE-QUALIFIED APPLICANT LIST DOES NOT GUARANTEE EMPLOYMENT AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR OBLIGATIONS. DISQUALIFICATION OF AN APPLICANT AT ANY STEP IN THIS HIRING PROCESS WILL RESULT IN THEIR REMOVAL FROM FURTHER CONSIDERATION.**

**NOTE: AT ANY TIME DURING THE HIRING PROCESS OR DURING THE LIFE OF THE PRE-QUALIFIED APPLICANT LIST, THE DEPARTMENT OF HUMAN RESOURCES AND THE CHICAGO FIRE DEPARTMENT RESERVE THE RIGHT TO MODIFY THE SELECTION PROCESS, THE TEST SCHEDULE, AND/OR IMPOSE ANY ADDITIONAL TESTS, STANDARDS, OR QUALIFICATIONS DEEMED APPROPRIATE TO EVALUATE APPLICANTS FOR THIS POSITION.**

#### **SPECIAL NOTES:**

- Falsification or omission of information may subject you to disqualification and/or termination of employment, and may be punishable as perjury as well as a violation of the Municipal Code of Chicago 2-74-095, which provides for a fine of up to \$500.
- Any person appointed to the position of Paramedic with the City of Chicago will be required to maintain the ability needed to perform the essential duties of a Paramedic or will be subject to dismissal from the service of the City of Chicago according to the rules.
- The Municipal Code of Chicago 2-152-150 prohibits the hiring of anyone who owes any debt to the City of Chicago. Any fees, fines, taxes, or other debts owed to the City must be reconciled prior to further processing.
- Any person appointed to the position of Paramedic with the City of Chicago will be subject to the provisions of the Municipal Code of Chicago, specifically Section 2-252-340 which requires all employees in the classified career services of the City of Chicago to be actual residents of the City of Chicago at time of employment. Employees who fail to comply with the provision will be subject to dismissal from the service of the City of Chicago according to the rules.

**EVALUATION:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant.

**If you are disabled and require a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human**

Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**City of Chicago is an Equal Opportunity/Military Friendly Employer**

**City of Chicago  
Rahm Emanuel, Mayor**

**Department of Human Resources  
Soo Choi, Commissioner**