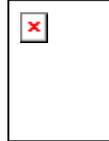


Application Period
December 29, 2011 through
March 2, 2012

Written Exam:
March 24, 2012

**Physical Ability Pre-Test Training
for those who have passed the
Written examination:**
Dates to be announced – late Spring 2012

Physical Ability Exam:
Dates to be announced – late Spring 2012



CITY OF PITTSBURGH

FIREFIGHTER RECRUIT CRITICAL EXAMINATION AND SELECTION INFORMATION SHEET

The Firefighter Recruit selection process includes several steps after a candidate files the online application to the Department of Personnel and Civil Service Commission to take the Civil Service Firefighter Recruit Examination. Listed below is a description of the steps, which must be successfully completed to become a Firefighter Recruit.

APPLICATION PROCESS: You must apply for the Firefighter Recruit position online at the City of Pittsburgh's online employment center: <https://www.city.pittsburgh.pa.us/employmentcenter/> .

There are three (3) steps to apply online. First you must **register** on the online employment center. This will require a personal email address and a password. Second, you must input all of your **Employment Profile Data** (your education and work experiences). Third, you must **apply** for the position of Firefighter Recruit by clicking on the Apply Now button online.

You should view and print out the following online materials: the job announcement, this critical examination and selection information sheet document, the written examination candidate preparation guide, and the physical ability test event descriptions. If you have any questions during the online application process, you can call the Personnel Department at 412-255-2710 for assistance. It is a good idea, if you are uncertain that your application was submitted, to call and verify its submission.

CIVIL SERVICE EXAMINATIONS: You must take and pass each of the two Civil Service examination portions in order to attain a total examination score and be placed on the eligibility list. You will be sent an admission letter for the written examination. In order to be eligible to take the physical ability examination, candidates must take and pass the written examination. **Any applicant who is deployed by the military during the Civil Service Examination periods may submit a written request to the Civil Service Commission for an examination deferment** pursuant to Civil Service Rule II, Section 3. **The request must also include a copy of official military orders to report.**

The **WRITTEN EXAMINATION** is a job-related, general aptitude test, weighted at 50% of the total examination score. There will be voluntary pre-test training sessions provided by the Community College of Allegheny County (CCAC). These sessions will be held at various CCAC sites beginning mid-February. Applicants will receive scheduling information in early February 2012.

The **PHYSICAL ABILITY EXAMINATION** is a scored exam, weighted at 50% of the total examination score. There will be scheduled pretest training sessions held at the Public Safety Training Academy for the physical ability examination. This allows for hands on training for each of the exam event components.

(ADDITIONAL INFORMATION ON BACK)

The **ELIGIBILITY LIST** will be posted after the written and physical ability examinations have been scored. The eligibility list is valid for up to three years. Only those applicants who take and receive a passing score on each examination will appear on this list. Final scores are comprised of a combination of the passing scores on each examination, weighted at the percentages noted above. An additional 10 points will be added to the final passing score of those candidates eligible for Veterans' Preference points. Names appear on the eligibility list in descending order of the candidates' **final scores** including Veterans' Preference points where applicable. When the decision is made to hire new firefighters, candidates will be scheduled for further processing in order of their rank on the eligibility list. All Firefighter Recruits hired over the three-year period will come from the current eligibility list.

PROCEDURES FOR AN ACADEMY CLASS:

A. The **BACKGROUND INVESTIGATION** includes a polygraph test and evaluates a candidate's employment, education, military service, criminal record, credit and behavioral history to ensure those subsequently hired have a high moral and ethical code, and meet the Civil Service Commission's standards for employment as a City of Pittsburgh Firefighter. In addition, the Background Process includes a drug screen portion involving a hair sample analysis. This investigation must be successfully completed in order to be further processed.

B. The **CERTIFICATION FOR APPOINTMENT LIST** consists of those candidates, in rank order, who have successfully completed the steps above and whose names are forwarded to the Fire Chief. The number of candidates on this certified list will be determined by the number of Firefighters to be hired for each Firefighter Recruit class. There may be candidates who successfully complete the various Civil Service stages of processing who are not certified for appointment.

C. CONDITIONAL OFFERS OF EMPLOYMENT are extended to candidates selected from the certification for appointment list, in accordance with the Fire Civil Service Statute. A final offer of employment is contingent upon successfully completing the following:

The **MEDICAL EXAMINATION**, which evaluates a candidate's health and physical capacity for work as a firefighter. It may include such tests as the combined cardiovascular-pulmonary stress test (treadmill test), hearing test, vision test, and blood test. Aerobic exercise is essential in developing the cardiovascular-pulmonary levels required. If you have not done so already, we suggest that you begin some sort of physical conditioning or fitness training program in order to prepare for the medical examination. **Always consult with your physician before beginning any exercise program.** The medical standards include having vision corrected to at least 20/30. In addition, candidates shall have normal depth and color perception, and must be free of any significant visual abnormality.

D. A FINAL OFFER OF APPOINTMENT is extended to candidates who successfully complete the medical examination. Candidates who accept the Final Offer of Appointment will begin at the Fire Training Academy.

PLEASE NOTE:

YOU MUST SUBMIT ALL FORMS as directed and in a timely manner in order to be further processed.

YOU MUST REPORT as scheduled for all appointments. Failure to do so will prevent you from being further processed.

ADDRESS CHANGE: You must inform the Department of Personnel and Civil Service Commission of any changes in your name, address and telephone number by completing a Change of Address Form at the application counter on the

Fourth Floor of the City-County Building, or by mailing the information to the Department of Personnel at the address listed below. You must provide acceptable documentation of the new address. Changes will not be accepted over the telephone. If you do not provide this information you may miss an important call or notice, which will be to your disadvantage.

If you have questions or require additional information, please call (412) 255-2710, visit our web site at <https://www.city.pittsburgh.pa.us/emploomentcenter> or stop by the **Department of Personnel and Civil Service Commission, Fourth Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219**, Monday through Friday, from 7:30 a.m. to 4:45 p.m.