



Memorandum

Human Resources Division

TO: Elizabeth Hannan, Chief Examiner, and Civil Service Commission
FROM: Human Resources Staff
RE: Request to Modify Classification: Fire Prevention and Education Officer
DATE: May 21, 2020

Action Requested

Staff requests the Civil Service Commission to establish a passing score for Fire Prevention and Education Officer based on the minimum qualifications of experience and certification requirements of the position. Applications will be scored based on these factors, as well as preferred attributes such as education, advanced training, and years of experience.

Fire Prevention and Education Officer

- a. A minimum of two (2) years of professional experience in Fire Prevention, Public Safety and Building Inspection, or comparable related experience
- b. Possession of, or the ability to obtain upon hire:
 - i. A valid State of Illinois driver's license upon and have a safe driving record
 - ii. First Aid/CPR certification
 - iii. State of Illinois Fire Inspector I certification
- c. Possession of, or the ability to obtain within 15 days of hire, an Illinois Class B driver's license within 15 days of hire.