



# 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: June 19, 2020

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### **Action Requested**

Staff requests the Civil Service Commission to establish a passing score for the positions of Arborist (Arbor Tech) and Community Engagement Coordinator 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 related experience. The minimum qualifications for each position are outlined below.

### **Arborist**

#### Minimum Qualifications:

- a. Knowledge of and skills typically acquired through graduation from high school; knowledge of basic science math, and communication; two years related work experience, and one year of work experience dealing exclusively with trees.
- b. Ability to lift 100 pounds and maneuver at least 200 pounds on a regular basis
- c. Possession of a valid State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license or the ability to obtain within three (3) months of hire.
- d. Possession of an Illinois Pesticide Applicators license or the ability to obtain one within one (1) year of employment.
- e. Possession of an International Society of Arboriculture (ISA) Certified Arborist or the ability to obtain one within one (1) year of employment.

## Community Engagement Coordinator

### Minimum Qualifications:

- a. High school diploma or GED equivalent required. Bachelor's degree in communications, public relations, education, social work, business administration, criminal justice or related field is preferred.
- b. Four (4) experience in public relations, education, social services, communications, or a related field which provides an understanding of human relations issues, programs, and problems; or an equivalent combination of education and experience.
  - Substitutions: A master's degree in a related field may substitute for one year of the required experience.
- c. Outreach/community relations experience.
- d. Demonstrated experience working with individuals of diverse backgrounds, (e.g., ethnic, cultural, racial, and socioeconomic).
- e. Demonstrated sensitivity, knowledge, and understanding of the diverse socioeconomic, cultural, racial, and ethnic backgrounds of the community and USD #116 students and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
- f. Possession of a valid State of Illinois driver's license or the ability to obtain one within fifteen (15) days of hire.