



CITY OF URBANA
Human Resources Division

MEMORANDUM

To: The Urbana Civil Service Commission
From: Human Resources staff
Re: Request to Decertify Eligibility Register: Firefighter/EMT
Date: June 30, 2021

A. INTRODUCTION

Staff requests the Civil Service Commission to decertify the current Firefighter/EMT register.

B. BACKGROUND

The current register for Firefighter/EMT was established in July of 2019. In September 2020, a new original entry examination was conducted by Human Resources staff, and a passing score for that examination was established by the Commission in February of 2021 based on factors including the written and subjective components of that examination.

C. DISCUSSION

Per Rule 7.5 (*Duration of Names on Registers*), the Commission may strike of names of candidates from a register without cause after they have remained thereon more than two (2) years with the exception of public safety (Police and Fire) classifications where the Commission will have the option to strike names from the register after they have remained on it for six (6) months.” Additionally, per Rule 7.9 (*Decertification of Eligibility Registers*), the Commission may decertify any eligibility register at any time it is no longer valid as a result of an inadequate number of candidates remaining on the list, change in the needs of the City or for any material change in the specifications of the class.”

D. REQUESTED ACTION

Staff requests that the 2019 Firefighter/EMT register be decertified.



MEMORANDUM

To: The Urbana Civil Service Commission
From: Human Resources staff
Re: Final Eligibility List Calculation for Firefighter-EMT
Date: June 30, 2021

A. INTRODUCTION

City of Urbana Human Resources staff recommends a establishing the final eligibility list for Firefighter-EMT as follows:

1. Written exam = 40 % of composite score
 - a. Human Relations:(25 % of written exam score)
 - b. Mechanical: (25% of written exam score)
 - c. Math: (25 % of written exam score)
 - d. Reading:(25 % of written exam score)

2. Oral interviews = 60 % of composite score

3. Preference points
 - a. *VETERANS PREFERENCE - 5 points*
 - b. *URBANA RESIDENCY PREFERENCE - 5 points*
 - c. *EMERGENCY MEDICAL TECHNICIAN (EMT) LICENSURE*
 - i. Current Illinois Department of Public Health EMT-Paramedic (EMT-P): five (5) points
 - ii. Current Illinois Department of Public Health EMT-Intermediate, or current National Registry Paramedic certification: 4 points
 - iii. Current Illinois Department of Public Health EMT-Basic (IDPH EMT-B) license: 2 points
 - d. *FIREFIGHTER CERTIFICATION - 2 points*

Certification as a State of Illinois Certified Firefighter II or State of Illinois Basic Operations Firefighter: two (2) points.
 - e. *EDUCATION PREFERENCE - up to 4 points*
 - i. Bachelor's degree or higher in Fire Science, Emergency Management, Nursing, or closely related area: 4 points
 - ii. Bachelor's degree or higher, any other curriculum: 3 points
 - iii. AAS in Fire Science, Emergency Management, Nursing, or closely related area: 2 points
 - iv. Associate's degree or 60 hours of coursework (or equivalent) or higher, any other curriculum: 1 point

f. *ALLIED SKILLS* - up to 2 points

- a. Volunteer community service (currently active and in good standing as a volunteer, and has actively served as a volunteer in the organization for at least 12 months prior): 2 points
- b. Volunteer community service (currently active and in good standing as a volunteer, and has actively served as a volunteer in the organization for at least 6 months prior): 1 point

REQUESTED ACTION

Staff requests establishment of the 2021 Firefighter/EMT register based on the above calculations.