

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16 lm

ANNOUNCEMENT NO. 58

### COMMISSIONER OF EMS

**(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

#### SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$42,758.15 to \$152,224.32 per Year.

#### FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

#### EXAMINATION INFORMATION

**TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.**

#### DUTIES OF THE POSITION

Under administrative direction, oversees the operations of the Emergency Medical Services Division. Monitors the delivery of pre-hospital care to patients in emergency situations. Develops and implements EMS policies and procedures. Manages and directs EMS budget activities. Coordinates EMS activities with hospitals, private ambulance organizations, and City Police and Fire departments. Develops and oversees maintenance of records and systems required for communication of treatment and billing services. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

#### **MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High school diploma or GED is required. Ten years of full time paid experience as an EMT is required. Five years of management and supervisory experience overseeing at least 50 employees is required. Must have excellent written and verbal communication skills. Must be computer literate and proficient in the Windows software environment and be able to navigate through e-mail applications. Must be able to use the latest equipment in office technology (fax machines, printers, copiers, cellular telephones, and multi-line system telephones) and be able to operate audio/visual equipment for the purposes of group presentations. Must be able to operate a two-way radio. Must be able to physically respond to emergency situations 24 hours a day in all types of weather conditions and in all types of terrain. Must be able to sit, stand, and ambulate in a manner to conduct business in a non-restrictive way. A valid State of Ohio Driver's License is required.

**NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**APPLICANT CHECKLIST: READ CAREFULLY**

MUST MEET MINIMUM QUALIFICATIONS OF POSITION  
**APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!**

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO <b>NOT</b> STATE "SEE ATTACHED RESUME"). <b>IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS</b>	
SIGN AND DATE THE COMPLETED APPLICATION (It does <b>NOT</b> have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have an Associate's or a Bachelor's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of Degree). In lieu of a High School Diploma, a transcript is acceptable as is a letter from your high school or board of education (on their letterhead) indicated that you graduated.	
PROOF OF <b>ANY</b> COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE <b>REQUIRED EXPERIENCE</b> . (TEN YEARS OF FULL TIME PAID EXPERIENCE AS AN EMT IS REQUIRED. FIVE YEARS OF MANAGEMENT AND SUPERVISORY EXPERIENCE OVERSEEING AT LEAST 50 EMPLOYEES IS REQUIRED.)	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
THE THREE (3) CARDS IN THE APPLICATION <b>MUST</b> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CERTIFICATIONS.	
Any other information or materials that demonstrate your qualifications and experience for this position. <b>IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS.</b> A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

COMMISSIONER OF EMS (Non-Comp)  
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