



JOB NEWS

*Fairfax County Government is an Equal Opportunity/Affirmative Action
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November 5, 2016

This is a promotional opportunity open only to uniformed employees of the Fairfax County Fire and Rescue Department.

MASTER TECHNICIAN **Fire and Rescue Department** **\$59,894.22-\$97,560.94 (Grade F-20)** **Job # 16-02286**

DESCRIPTION: Under general direction, and in addition to the duties of a Fire Technician in a specific discipline, assists with orientation, training, and mentoring of new firefighters and firefighter/medics in their probationary year. Assists newly promoted technicians in their respective specialties. Assists in planning and administration of general shift training.

MINIMUM QUALIFICATIONS: Any combination of education, experience and training equivalent to: High school graduation or a G.E.D. issued by a state department of education, plus:

1. Five years of paid experience (from date of hire) with the Fairfax County Fire and Rescue Department (FRD) as of January 11, 2017 (this includes the 30-days grace period).
2. Class "A" medical rating in the assigned medical group. For Class "B" and "C" medical ratings, accommodations will be considered on a case-by-case basis. A Class "D" medical rating will not be considered.
3. Currently be at the rank of technician (any specialty).
4. Certification as an NFPA Instructor I as outlined in the Fairfax County Fire and Rescue Department's Career Development Manual.
5. Possession of a valid motor vehicle driver's license.

To be certified to sit for the exam, applications must contain the minimum qualifications outlined above.

MULTIPLE-CHOICE WRITTEN TEST: All eligible candidates will participate in the multiple-choice written test. The content of the multiple-choice written test is based on the bibliography posted on the Informational Bulletin 2016-166 "*Rescinded-IB 2016-076:2016 Master Technician Examination Bibliography.*" **Late arrivals will not be admitted to the multiple choice written test once the exam is underway. Anyone who does not participate in one of the scheduled test sessions will be considered withdrawn from the process.**

MULTIPLE-CHOICE WRITTEN EXAM REVIEW/APPEALS PROCESS: Candidates will be allowed

an opportunity to review their multiple-choice written test and submit any appeals to the test questions after all candidates have taken and completed the examination. During the review sessions, candidates will receive a copy of their test, their answer sheet, and a copy of the proposed answer key. Candidates are responsible for bringing copies of source materials to the Review Sessions. The two sessions outlined below will be the only time candidates may review and submit appeals. This process meets the requirements for such reviews as outlined in the Personnel Regulations (5-8.4a). No review exceptions will be allowed.

DATES AND LOCATIONS:

Exercise	Date	Time	Shift	Locations
Multiple-Choice Test	December 12, 2016	8:00 a.m.-11:30 a.m.	A & C	Wel-Fit Center 14725-D Flint Lee Road Chantilly, VA 20151
	December 13, 2016	8:00 a.m.-11:30 a.m.	B & Day	
Appeals/Review Session I	December 13, 2016	12:30 p.m.-1:30 p.m.	B & Day	Wel-Fit Center 14725-D Flint Lee Road Chantilly, VA 20151
Appeals/Review Session II	December 14, 2016	8:00 a.m.-9:00 a.m.	A & C	Wel-Fit Center 14725-D Flint Lee Road Chantilly, VA 20151

DRESS CODE: All candidates are required to wear an approved Fire and Rescue Department Class D uniform (no coveralls, or shorts) during the administration of the multiple choice examination. A picture I.D. is required for admission to the examination. No one will be allowed to participate in the test if they are not in proper uniform or if they do not present a picture I.D. at the time of sign-in, and they will be withdrawn from further consideration in this process.

NOTE:

- *Candidates who require a date outside of the dates identified above due to extenuating circumstances must submit their request directly to the Fire Chief, Richard.Bowers@fairfaxcounty.gov and Fairfax County's Employment Division Manager, Sherry Rowe, Sherry.Rowe@fairfaxcounty.gov, by **close of business on Friday, December 2, 2016**.*
- *Pursuant to Fairfax County FRD S.O.P. 02.06.02, Promotional and Proficiency Examination and Position Procedures, personnel who are on "no duty" or leave due to their own illness or injury, are required to submit approval from their treating physician to participate in a promotional exam. This information must be submitted to the department's Promotional Exams Program Manager, Nancy Ong-Abramson (Nancy.Ong-Abramson@fairfaxcounty.gov) and Fairfax County's Employment Testing Analyst, Thomas Klus (Thomas.Klus@fairfaxcounty.gov), prior to the job announcement close date on **Friday, December 2, 2016**. Requests submitted after this date will not be honored.*

ELIGIBLE LIST: Tie scores will be broken in accordance with Personnel Regulations, Section 5.8-2. To be appointed, eligible candidates shall meet Class "A" medical standards. The results of this assessment

are expected to produce a two year eligible list for future promotions. Candidates must achieve a minimum score of 70.00 or greater to be eligible for placement on the final list.

APPLICATION PROCESS: All applicants must apply for promotional opportunities using the new NeoGov online application tracking systems to submit an application to sit for this examination. To access promotional opportunities you may go through: 1) FRD's Intranet; Firenet, 2) Fairfax County's FairfaxNET, or 3) Fairfax County's website, www.fairfaxcounty.gov.

1. First option: From FRD's Intranet, click on "FairfaxNet-County."

- At FairfaxNet, place your cursor over "Employee Center" and select "Employment", then select "Promotional Job Listing."
- Click on the job announcement, then click on "Apply." You will be directed to the login screen.
- Enter your login/password. You should be directed to the application status page, click on your name in the far right corner, and then click on "Profile." You will be brought to your information page to begin editing and saving your application before certifying and submitting for the position.

2. Second option through FairfaxNET: Click on "Apply for a Job." This will direct you to the login screen.

- Once you log in, you will be at the application status page.
- Click on your name in the top right hand corner and then select "Profile." This will bring you to your information page where you can review/edit/save your application.
- Then in the left hand side of your screen, click on:
<http://agency.governmentjobs.com/fairfaxcounty/default.cfm?promotionaljobs=1>.
- In the top left hand menu, click on "Promotional Opportunities."
- Select the job announcement then click "Apply." This will take you back to your application where you can review it again, complete the county and agency supplemental questions, certify, and submit your application.

3. Third option: From the county's website, www.fairfaxcounty.gov, and click on "Jobs."

- Click on "Current Fairfax County Job Openings."
- Select promotional opportunities on the left hand side of the screen, then click on the job announcement to review the advertisement and requirements.
- Click "Apply" on the right hand side of the advertisement. You will be directed to the login screen.
- Once you are logged into your account you can review/edit/save your profile prior to submission.

For all options above, you will complete a series of steps, including answering the countywide and agency supplemental questions about your qualification and experience. Once your application is complete, click on "Proceed to Certify and Submit" and then "Accept and Submit." If you do not have an account, you will need to click "Create and Account" and follow the step-by-step guide. To apply for a job, you must complete your profile. You can expedite the process by importing a resume from LinkedIn or by uploading an existing file.

NOTE: In order for you to certify as eligible to participate in this examination, you must enter a complete and accurate application and also complete the countywide and agency supplemental questions. Your application **MUST include a profile, education, and work experience (Fire and Rescue Department only is required)**. Candidates will not be required to enter their certifications and licenses separately. However,

candidates MUST upload their licenses and certifications into Target Solutions. Candidates must have met all professional development prerequisites and minimum qualifications from Chapter 4 of the Personnel Regulations prior to the application closing date.

The Department of Human Resources (DHR) will verify that candidates' applications include all of the minimum qualifications. Following DHR's verification, the information will be verified by FRD Human Resources (HR) exclusively on information obtained from the Professional Development Program Manager (PDPM). Candidates are encouraged to contact Ms. MaryAnn Zandall, PDPM, at 703-803-3866, to set up an appointment to review their professional development record (Target Solutions) to ensure accuracy prior to the application closing date, **Friday, December 2, 2016**. Any changes made to the professional development data after this date will not apply to this examination.

Applicants who need assistance with the Government Jobs application process are welcome to visit HR Central, where staff will be happy to work with you to establish an account and get your resume into the system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, Virginia 22035. Call 703-222-5872 for more information. Applicants may also enroll through Employee U, ***Applying for Jobs in NEOGOV (ONL-C006-HRMS310)***. It provides instruction on how to create your account and step-by-step instructions on how to apply for a position and complete your application.

*The Fairfax County Fire and Rescue Department is an Equal Opportunity Employer that abides by federal, state, and county laws and ordinances and therefore does not discriminate against employees or applicants for employment based on the employee's or applicant's age, race, color, religion, sex, creed, national origin, marital status, disability, sexual orientation, genetic information, union or political affiliation, veterans' status, disabled veterans' status, or any other factor or any other characteristic now or hereafter protected by federal, state or county law unrelated to the impartial conduct of county business. All personnel shall be fully aware of their roles and responsibilities regarding compliance to Equal Opportunity Laws, [Fairfax County Procedural Memorandums](#), departmental Standard Operating Procedures, and rules and regulations. Reasonable accommodations will be considered on a case by case basis; **all requests must be submitted three weeks in advance of the exam date**. A request for reasonable accommodation during the selection process should include a Reasonable Accommodation Request Form found at the following link: http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04_Reasonable.pdf. Submit accommodation requests to Thomas Klus at Thomas.klus@fairfaxcounty.gov.*