CITY OF McALLEN
CIVIL SERVICE COMMISSION
Mark Talbot, Chairman
Rick Hawkins, Vice-Chairman
Lee Jinks, Commissioner

Rosie Pedraza, Civil Service Director

November 21, 2016

Dear Interested Applicant:

The City of McAllen will be administering a Civil Service Examination for Entry Level Firefighter on **Friday, February 17, 2017**. Attached are a list of the minimum requirements and application.

The examination is scheduled for:	Date:	Friday, February 17, 2017
	Time:	9:00 a.m.
	Registration:	7:30 a.m.
	Location:	McAllen Convention Center
	Address:	701 Convention Center Blvd Room 103 McAllen, Texas 78501

The deadline to submit your application is Wednesday, February 8, 2017 by 5:00 p.m. Applications will not be processed unless all documents are submitted.

Applicants must meet all minimum requirements and submit a completed application with all required documentation.

We request your presence **at least 45 minutes** prior to the exam. **No person will be allowed in the test area after 9:00 a.m. No further test date notice will be given other than this letter; the submission of your completed application will be your confirmation to take the test.**

In order to be placed on the Entrance Eligibility List, an applicant must pass the examination. The ranking of the applicants on the entrance eligibility list shall be based upon the highest total score resulting from a passing grade on the written examination plus any military service or credit as required by Chapter 143, if applicable. In the event of ties in final total scores, the applicant's rank on the eligibility list shall be determined by the highest number of correct answers on the exam (the person with the higher exam grade will be placed higher even though the final total score is a tie). If a tie still remains, then the order of ranking shall be determined by giving the highest positions among those sharing an identical total score and an identical exam grade in the order in which the applications signed up for the examination (i.e. those signing up earlier will be given a higher ranking).

Please bring proper picture identification (i.e. driver license). If you have any questions, please do not hesitate to call the Civil Service Department at (956) 681-1407.

Sincerely,

Rosie Pedraza

Civil Service Director

THE MCALLEN FIRE DEPARTMENT
Firefighter Application

Return Preliminary Application to:
Rosie Pedraza
Civil Service Dept
P.O. Box 220
1300 Houston Avenue
McAllen, TX 78505-0220
Phone: (956) 681-1407

CITY OF MCALLEN
MCALLEN FIRE DEPARTMENT
APPLICATION FOR FIRE FIGHTER

McAllen Fire Department is governed by
Texas Local Government Code 143 (Civil Service Law and 174 Collective Bargaining)

INSTRUCTIONS: You are hereby informed that the correctness of all statements made herein will be investigated. Answer all questions completely. If a question is not applicable, write "NA". Write "Unknown" only if you do not know the answer and cannot obtain the answer from personal records. Attach extra sheets for extra details on any question(s) for which you do not have sufficient room.

Print or Type all information

DATE OF APPLICATION _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH_____

PRESENTADDRESS: _____
STREET & NUMBER CITY STATE ZIP

MAILING ADDRESS: _____
STREET & NUMBER CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET & NUMBER CITY STATE ZIP

HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____

CELL TELEPHONE NO: _____ EMAIL ADDRESS: _____

TEXAS DRIVER'S LICENSE NUMBER: _____

OUT OF STATE DRIVER'S LICENSE NUMBER: _____ STATE: _____

(CIRCLE ONE)

1.) ARE YOU BETWEEN THE AGE OF 18 AND 35? YES NO

2.) ARE YOU A U.S. CITIZEN? YES NO

ARE YOU A PERMANENT LEGAL RESIDENT ALIEN? YES NO

3.) ARE YOU PRESENTLY ON PROBATION FOR A CRIMINAL OFFENSE? YES NO

4.) HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A FELONY OFFENSE? YES NO

5.) HAVE YOU EVER EXECUTED AT ANY TIME A CONFESSION TO A FELONY OFFENSE WHERE SUCH A CONFESSION WAS ADMISSIBLE AS EVIDENCE AGAINST A PERSON IN ANY CRIMINAL PROCEEDING IN ANY STATE OR FEDERAL COURT? YES NO

6.) HAVE YOU BEEN ARRESTED OR CONVICTED OF DRIVING WHILE INTOXICATED OR DRIVING UNDER THE INFLUENCE OF DRUGS WITHIN THE LAST THREE YEARS? YES NO

7.) CAN YOU READ AND WRITE ENGLISH? YES NO

8.) DO YOU HAVE A HIGH SCHOOL DIPLOMA? YES NO

DO YOU HAVE A G.E.D.? YES NO

9.) HAVE YOU EVER HAD A FIREFIGHTER'S CERTIFICATE ISSUED BY THE TEXAS COMMISSION ON FIRE PROTECTION REVOKED? YES NO

10.) HAVE YOU EVER HAD A CERTIFICATE ISSUED BY THE TEXAS DEPARTMENT OF HEALTH REVOKED? YES NO

11.) LIST ALL TRAFFIC VIOLATIONS YOU HAVE BEEN CONVICTED OF WITHIN THE LAST THREE (3) YEARS.

TYPE OF VIOLATION	DATE
1. _____	_____
2. _____	_____
3. _____	_____

MILITARY SERVICE

Have you ever been a member of any branch of the U.S. Armed Forces?
yes [ ] no [ ] If yes, Branch of Service:_____

Induction date:_____ Discharge date:_____
Type of Discharge:_____

While in the military service, were you ever arrested for an offense which resulted in a trial by Deck Court or Summary, Special or General Court Martial? If yes, give date, place, law enforcing authority or type of Court or Court Martial; charge and action taken for each incident.

Charge:_____ Date:_____
Results:_____

Charge:_____ Date:_____
Results:_____

Awards: (Type and date awarded)
_____

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION ON THIS APPLICATION SHALL BE SUFFICIENT CAUSE FOR THE CIVIL SERVICE COMMISSION TO REMOVE MY NAME FROM THE ELIGIBILITY LIST.

_____ _____
(SIGNATURE OF APPLICANT) (DATE)

CHECKLIST OF DOCUMENTS
THAT MUST ACCOMPANY YOUR FIRE DEPARTMENT
APPLICATION

IF SUBMITTING YOUR APPLICATION IN PERSON, **YOU MUST PROVIDE ALL ORIGINAL DOCUMENTS LISTED BELOW FOR VERIFICATION**. WE WILL MAKE COPIES FOR FILES AND WE WILL RETURN ORIGINALS TO YOU. IF MAILING APPLICATION, YOU **MUST SUBMIT COPIES** OF DOCUMENTS LISTED BELOW. ORIGINALS MUST BE PRESENTED AT THE TEST SITE FOR VERIFICATION.

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1. Valid Driver's License Class _____ Expiration Date: _____ Verified by: _____

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2. Birth Certificate **(Hospital birth certificates are not acceptable)**
   OR
   Certificate of Naturalization
   OR
   Permanent Resident Alien Card # _____ Verified by: _____

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3. Social Security Card (If a card is not available, must present a letter of Renewal from the Social Security Administration Office.) Verified by: _____

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4. High School Diploma/GED Certificate **OR** official transcript. Unofficial copies are not acceptable. If the school will not issue an official Transcript to the student, the school must mail the transcript direct to the City of McAllen Civil Service Office.
   Verified by: _____

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5. Selective Service Number: _____ Date of Birth_____ Date of Registration _____

   Selective Service Card (even if you have never been in the military.) Verified by: _____
   If a Selective Service Card is not available, call (847) 688-2576 or http://www.sss.gov to request a new card.

AN ADDITIONAL FIVE (5) POINTS SHALL BE ADDED TO THE EXAMINATION GRADE OF AN APPLICANT WHO SERVED IN THE UNITED STATES ARMED FORCES, RECEIVED AN HONORABLE DISCHARGE AND MADE A PASSING GRADE ON THE EXAMINATION.

IF MAILING APPLICATION MUST SUBMIT COPIES OF DOCUMENTS LISTED ABOVE. ORIGINAL DOCUMENTS MUST BE PRESENTED AT THE TEST SITE FOR VERIFICATION OR BROUGHT BY OUR OFFICE IF IN THE CITY PRIOR TO THE TEST DATE.

IF SUBMITTING APPLICATION IN PERSON, MUST PROVIDE ALL ORIGINAL DOCUMENTS LISTED ABOVE FOR VERIFICATION. WE WILL MAKE COPIES FOR OUR FILES AND RETURN ORIGINALS TO YOU.

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6. Copy of Court Order relating to Alimony/Child Support. Verified by: _____

CITY OF MCALLEN
MCALLEN FIRE DEPARTMENT
REQUIREMENTS FOR FIRE FIGHTER

McAllen Fire Department is governed by
Texas Local Government Code 143 (Civil Service Law and 174 Collective Bargaining)

A. MINIMUM REQUIREMENTS TO TAKE WRITTEN ENTRANCE EXAMINATION (PROOF REQUIRED)

1. Must be at least 18 years of age and not older than 35 years of age.
2. Must be a U.S. Citizen, Legal Permanent Resident Alien, or authorized by law to have U.S. residency.
3. Must have a high school diploma or G.E.D.
4. Must be able to read and write English.

B. ADDITIONAL REQUIREMENTS

1. Be subject to Local, State, and National records and/or files to disclose any criminal records and to verify driving records.
2. Once hired, applicants will be required to obtain within twelve months of employment, the following:

   a) Texas Driver License Class B Exempt
   b) Department of State Health Services EMT (Emergency Medical Technician)

   NOTE: Once hired, you must provide a copy of your immunization record to the Fire Department. If you have not had immunizations for Hepatitis B (there are three required), you should begin this immediately. The three shot series is over a six month period.

   Failure to obtain the above requirements will cause the applicant to be terminated from employment.

3. Not have been convicted of a felony offense.
4. Not have executed at any time, a confession to a felony offense where such confession was admissible as evidence against another person in any criminal proceedings in any State or Federal Court.
5. Not have been convicted of a misdemeanor offense of a Class "A" or Class "B" grade or equivalent within the last 3 years.
6. Not be presently on probation for a criminal offense.
7. Not have more than (3) traffic violations within the last (3) years.
8. Be of good moral character.
9. Not have had a Firefighter Certificate from the Texas Commission on Fire Protection revoked
10. Must be between the ages of 18 and 35 at the time of hire.

C. ENTRY LEVEL FIREFIGHTER WRITTEN ENTRANCE EXAMINATION INFORMATION

1. The City of McAllen Civil Service Commission will provide competitive written entrance examinations to create an Eligibility List for Beginning Positions for Firefighter. The examinations are open to each person who makes a proper application and meets the minimum requirements found in Section A of this document.

2. An independent testing agency will be contracted to provide the written entrance examination. The Civil Service Office will administer the examination.

3. The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability.

4. An Eligibility List for a Beginning Position for Firefighter will be created as a result of the written entrance examination.

5. An additional (5) points will be added to the examination grade of an applicant who served in the U.S. Armed Forces, received an Honorable Discharge, and made a passing grade on the entrance examination. TO RECEIVE THE POINTS, DOCUMENTED PROOF (DD214) OF THE HONORABLE DISCHARGE MUST BE SUBMITTED TO THE CIVIL SERVICE OFFICE PRIOR TO THE ENTRANCE EXAMINATION.

D. SELECTION FROM ELIGIBILITY LIST

Applicants selected from the Eligibility List to be hired by the City for a Beginning Position of Firefighter will undergo and must pass:

1. Entry Level Physical Agility Test

2. A Background Investigation

3. Medical Examination per current edition of The National Fire Protection Association Standard 1582.

4. Psychological Examination

CITY OF MCALLEN FIRE DEPARTMENT
BENEFITS FOR FIRE FIGHTER

Benefits provided by the City of McAllen are as follows:

A. Member of Texas Local Firefighter's Retirement Act (TLFFRA)

B. Time and one-half paid for all approved overtime.

C. Eight (8) City approved holidays and one (1) floating holiday.

D. Longevity per year of service in excess of amount required by State Law.

E. Individual hospitalization and life insurance paid by the City.

F. Group Hospitalization available to family members, paid by employee.

G. Fifteen (15) working days vacation pay after one year of service.

H. Fifteen (15) sick leave days paid per year, accumulative from year to year and unlimited.

I. Uniforms and other necessary equipment furnished. Clothing allowance provided by the City.

J. Texas Commission on Fire Protection Certification pay, upon completion of probationary Period as listed below.

K. Education incentive pay, upon completion of probationary period as listed below.

L. Tuition and Book reimbursement for approved college courses leading to a fire science, fire administration, fire public administration or business administration degree.

Probationary period is one year. All salaries, benefits, certification and education pay are subject to change or elimination from time-to-time by action of the McAllen City Commission.

SALARIES

Cadet Firefighter (attending Fire Academy or In-service training)	$30,000.00
Recruit Firefighter – assigned to Operations Division 1st year	$32,000.00
Firefighter pay after one-year probation	$39,702.54

CERTIFICATION PAY

(After one year of service)
Texas Commission on Fire Protection Certification
Department of State Health Services

MONTHLY

$ 50.00 mo. /Intermediate TCFP Certificate

$100.00 mo. /Advanced TCFP Certificate

$200.00 mo. /Master TCFP Certificate

$ 25.00 mo. /Level I Instructor TCFP Certificate

$ 25.00 mo. /Level I Inspector TCFP Certificate

$ 25.00 mo. /Level I Fire Officer TCFP Certificate

$ 25.00 mo. /Driver – Pump Operator TCFP Certificate

$ 150.00 mo. /Haz-Mat Technician TCFP Certificate

EDUCATION PAY

$150.00 mo. /Associates Degree

$250.00 mo. /Bachelors Degree

$350.00 mo./Masters Degree

LONGEVITY

1-2 years	$145.83/mo.
3-4 years	$208.33/mo.
5-7 years	$375/ mo.
8-10 years	$583.33/mo.
11-12 years	$708.33/mo.
13-14 years	$875/mo.
15-16 years	$1,000/mo.
17-19 years	$1,083.33/mo.
20-24 years	$1,250/mo.
25+ years	$1,375/mo.