



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

HIRING PROCEDURE FOR CAREER EMPLOYEES POLICY

PURPOSE: The purpose of this policy is to establish a procedure to expand the involvement beyond the direct supervisor in the hiring of career employees.

APPLICABILITY: This policy applies to the hiring of all career employees below the rank of Deputy Chief with the exception of the Operational Medical Director and seasonal lifeguards.

POLICY STATEMENT:

1. A Board shall be established to review all qualified applicants for all full-time or selective part-time career positions with the Department of Emergency Medical Services.
2. For full-time positions, a Board of Review shall consist of at least four members including: one Chief Officer, one Rescue Squad Volunteer, and two members at-large. At least one at-large member shall be from a peer group for the position being filled (support staff, instructor, paramedic, etc). One at-large member may be from an outside agency or City department. When feasible, chief officer panels shall include a representative of similar or higher rank from another public safety department.
3. For part-time positions, a Board of Review shall consist of at least three members: one Chief Officer, one peer member and one member at-large.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE BOARD:

1. The Board shall determine and interview prospective applicants for the open position. Questions and supporting material will be created and provided by the Board's Chair and reviewed by a Deputy EMS Chief before such material is distributed.

2. The Board shall recommend a cache of applicants to advance to the next level of evaluation for such position.

PROCEDURE:

1. The Board's Chair shall be selected by the Deputy Chief of Support Services.
2. Board members shall be nominated as follows:
 - a. Staff and at-large members shall be nominated by the Division Chief of Administration.
 - b. Volunteer Rescue Squad member nominations should be solicited from the Rescue Council President. If a nominee is not provided, a volunteer shall be nominated by the Division Chief of Administration.
 - c. Career medic member nominations should be solicited from the EMS Medic Association President. If a nominee is not provided, a medic or Captain shall be nominated by the Division Chief of Administration.
3. The Deputy Chief of Support Services shall approve all nominees.
4. Board members will be given all material involving the applicant on the day of the interview and the interviewee list should remain confidential to board members until the day(s) of interview(s).
5. Notification of applicant to appear for an interview will be conducted by the Division Chief of Administration or his designee. The individual conducting notifications will not participate on the initial Board of Review.
6. The Chair shall manage the Interview Board and will function as an organizer for the review. All members of the Board have equal voice and recommendation authority during this process, regardless of rank.
7. Once interviews are completed, the Chair shall compile comments and scores to be submitted to the Chief of EMS.
8. For full-time positions and selected part-time positions, the Chief or a designated Deputy Chief will conduct the final interview.

Comments and ranking from the first interview will be an important consideration during selection. However, the Chief EMS will have the option to interview anyone from the list of candidates.

9. The Chief or his designee may contact individuals from the initial review board to gain additional insight on the candidates. This is to increase the involvement of members from the entire organization.
10. Final selection for employment is solely at the discretion of the Chief of EMS.

ORDERED:



05/24/2017

EMS Chief

Date