



## ORANGE COUNTY FIRE AUTHORITY

Human Resources Department  
1 Fire Authority Road  
Irvine, CA 92602

[www.ocfa.org](http://www.ocfa.org)

### Invites Applications For The Position Of: **FIREFIGHTER TRAINEE**

*An Equal Opportunity Employer*

#### **SALARY**

Salary: See Position Description

**OPENING DATE:** Tuesday, September 5, 2023

**CLOSING DATE:** Monday, October 9, 2023 at 11:59 pm

#### **THE POSITION**

##### **Salary (during academy):**

\$5,660.07 per month\*

##### **Salary (first day of the pay period following academy graduation):**

\$6,404.58 per month\* (Base Salary Step 1) + \$576.41 (9% EMT Pay)\*\* = \$6,980.99 per month

\*Salary listed includes a 3.5% increase due on March 22, 2024 per Article XXIV, Section 2 of the [OCPFA Local 3631 MOU](#). This classification is also scheduled to receive 2.75% salary range increases effective March 21, 2025 and March 20, 2026.

\*\*Additional bonus pay may be applicable after academy graduation, depending on eligibility criteria specified in Article XXIV, Section 2 of the [OCPFA Local 3631 MOU](#).

The Orange County Fire Authority (OCFA) is currently accepting applications for the position of Firefighter Trainee. Please review the entire recruitment bulletin for important information before applying.

This recruitment may be used to fill multiple future academies.

#### **SCHEDULE OF EVENTS:**

Monday, October 9, 2023 at 11:59 p.m.: Last day to apply on-line

November 1, 2023 – December 31, 2023: Biddle Physical Agility Test coordinated by the OCFA (possession of a current Biddle Physical Ability Certificate completed on or after April 1, 2023 will be substituted for this portion of the selection process)

January 8 – February 2, 2024: Oral Interview

TBD: Eligibility List Established

February 19 – March 31, 2024: Chief's Interview

April 8 – May 31, 2024: Background Investigation, Pre-employment Medical Examination, and Pre-Academy Physical Fitness Assessment

June 7, 2024: Academy On-Boarding Orientation

July 19, 2024: Family Orientation

July 29, 2024: First Day of Fire Academy 60

Please note, all dates are subject to change.

#### **CLASS SUMMARY:**

Under close supervision in a training capacity, to learn to perform firefighting duties used in the suppression of structural, aircraft, wildland, and other types of fires; to learn to perform routine fire prevention activities; and to learn other duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a trainee class. Incumbents attend an OCFA departmental academy to develop and demonstrate the minimum qualifications required for entry into a career as a firefighter. Appointment as a firefighter is based on satisfactory evaluations and graduation from the academy.

**ESSENTIAL FUNCTIONS**

To review the entire Firefighter Trainee job description please go to [www.ocfa.org](http://www.ocfa.org).

**MINIMUM QUALIFICATIONS****EDUCATION AND EXPERIENCE (position requirements at time of application):**

- Must be at least 18 years of age
- Possession of a high school diploma or general equivalency diploma (GED)
- No experience required

**LICENSE AND CERTIFICATIONS (position requirement at time of application):**

- Possession of a valid Class C Driver License or out of state equivalent
- Possession of a valid, current California or National Registry Emergency Medical Technician (EMT) License

A valid, current California Paramedic License or National Registry Paramedic License will be accepted in lieu of a valid California or National Registry EMT License.

Applicants **MUST** attach a copy of their valid, current California or National Registry EMT or Paramedic License at time of application submission.

**Failure to submit required document at time of application will result in disqualification.**

**HIGHLY DESIRED QUALIFICATIONS:**

- Possession of a valid, current California or National Registry Paramedic License
- Completion of a California State certified Firefighter I Academy
- Possession of a California State Fire Marshal Fire Fighter I Certificate
- Bilingual speaking skills (English and one of the following languages: Spanish, Farsi, Chinese/Mandarin/Cantonese, Korean, Vietnamese, Urdu, Hindi, Tagalog or American Sign Language)

**SUPPLEMENTAL INFORMATION****ONLINE APPLICATION:**

Human Resources will screen all applications for minimum qualifications as listed above.

**WRITTEN EXAMINATION:**

The OCFA utilizes the FCTC's Statewide Eligibility List (SEL). Applicants must be on the FCTC SEL at the end of OCFA's application acceptance period, Monday, October 9, 2023. The requirements to be placed on the FCTC SEL are as follows:

- Register and complete your profile on the FCTC website
- Be 18 years of age or older
- Possess a valid driver's license – MUST upload to your profile AND keep current
- Have a high school diploma or GED – MUST complete the education field in your profile
- Possess a valid Cal-JAC Candidate Physical Ability Test (CPAT) Card dated October 10, 2022 through October 9, 2023– (CPAT results are uploaded automatically by FCTC)
- Receive a passing score on the FCTC Written Test – Written test score expires 12 months from date taken (written exam must be taken between October 10, 2022 through October 9, 2023 for this recruitment process)

- The OCFA only accepts FCTC scores of 80% or higher

For more information on the FCTC SEL, [click here](#).

To view the FCTC test schedule, [click here](#).

For information regarding the FCTC financial hardship grant, [click here](#).

All of the information above can be found on FCTC's website at [www.fctconline.org](http://www.fctconline.org)

Exam scores from previous FCTC written exams taken as part of an OCFA recruitment process will not be considered in lieu of placement on the FCTC SEL.

**Only qualified OCFA candidates on the FCTC SEL with a score of 80% or higher will be invited to the Biddle Physical Ability Test. The written exam will have a weight of 25% of the candidate's overall score.**

#### **BIDDLE PHYSICAL AGILITY EXAMINATION:**

Candidates must pass the Biddle Physical Ability Test in a time of 9 minutes and 34 seconds or less. The Biddle Physical Ability Test will be coordinated by the OCFA at a nearby Orange County college (TBD) and proctored by the college staff.

- Possession of a current Biddle Physical Ability Certificate completed between April 1, 2023 through October 9, 2023 will be substituted for participation in this portion of the selection process.
- Candidates **MUST** attach a copy of their valid Biddle Physical Ability Certificate completed between April 1, 2023 through October 9, 2023 to their application in order to substitute for participation in this portion of the selection process.
- Possession of a CPAT will **NOT** be accepted in lieu of the Biddle Physical Agility Examination portion of the selection process though it is still required for the FCTC SEL.

Human Resources will notify candidates by **EMAIL** of the scheduled dates, times, and locations. Candidates will be required to pay the cost of the Biddle Physical Ability Test (approximately \$40.00) at time of examination.

#### **ORAL PANEL INTERVIEW:**

The minimum passing score is 80%. The panel interview will have a weight of 75% of the candidate's overall score. All candidates who achieve a passing score on the panel interview will be placed on the eligibility list.

The panel interview will be arranged by Human Resources. Human Resources will notify referred candidates by **EMAIL** of the scheduled dates, times, and locations.

#### **ELIGIBILITY LIST:**

Placement on the eligibility list will be established based on a combination of the written examination (25%) and the panel oral interview scores (75%). The Biddle Physical Ability Test is pass/fail. The eligibility list will remain in effect for a period of one (1) year from the date of establishment or until all the names on the list are exhausted. The eligibility list may be extended or abolished at the discretion of the Assistant Chief / Human Resources Director.

#### **CHIEF'S INTERVIEW:**

Candidates who successfully complete the Chief's interview may be invited to begin the pre-employment background process.

The Chief's interview will be arranged by Human Resources. Human Resources will notify referred candidates by **EMAIL** of the scheduled dates, times, and locations.

#### **SELECTION:**

Tentative selections will be completed after the Fire Chief interviews. Final placement in any academy will be determined based on successful completion of:

- Pre-employment medical examination
- Background check

- Pre-academy physical fitness assessment

**PRE-EMPLOYMENT MEDICAL EXAMINATION:**

Candidate must successfully complete a comprehensive pre-employment medical exam including a drug screen through the OCFA's designated physician.

**PRE-EMPLOYMENT BACKGROUND:**

Candidate must successfully complete a comprehensive pre-employment background investigation including but not limited to fingerprinting, current and previous employment history check, reference check, DMV check, criminal history check, and licensure/certification check.

**PRE-ACADEMY PHYSICAL FITNESS ASSESSMENT:**

Candidate must complete a comprehensive Pre-Academy Physical Fitness Assessment through the OCFA's designated assessment vendor.

All job offers are contingent upon the successful completion of a criminal conviction check (Live-Scan), comprehensive pre-employment medical exam and drug screen, and pre-academy physical fitness assessment.

After an offer of employment is made, a candidate must be able to provide proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

**LOYALTY OATH:**

All new employees must take an oath of allegiance to the United States of America and the State of California.

**AMERICANS WITH DISABILITIES ACT (ADA ACCOMMODATION):**

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact Brad Stephens, Senior Human Resources Analyst at (714) 573 - 6816 or via email at [bradstephens@ocfa.org](mailto:bradstephens@ocfa.org) within 72 hours prior to the need for the accommodation.

**TOBACCO PRODUCTS:**

Employees represented by the OCPFA hired after September 1, 2016 are not permitted to use tobacco products on or off duty.

**QUESTIONS:**

All questions regarding this position should be directed to Brad Stephens, Senior Human Resources Analyst at (714) 573 - 6816 or via email at [bradstephens@ocfa.org](mailto:bradstephens@ocfa.org).

**NOTE:**

The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
[www.ocfa.org](http://www.ocfa.org)

EXAM #2024-01-BS  
FIREFIGHTER TRAINEE  
BS

**Firefighter Trainee Supplemental Questionnaire**

- \* 1. The Orange County Fire Authority uses e-mail to notify applicants of important information relating to the status and processing of applications. We do so as part of our ongoing efforts to increase efficiency, conserve resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address you provide is current, secure, and readily accessible to you. We recommend that you do not share e-mail addresses with other individuals who may inadvertently delete important communications sent to you. Spam or other filters should be adjusted to accept e-mails from [ocfa.org](http://ocfa.org) and [governmentjobs.com](http://governmentjobs.com). Please read each e-mail notice carefully and in a timely manner. Follow further instructions, if any.

Please acknowledge that I have read, understand, and agree to the above.

Yes     No

- \* 2. Are you a current Orange County Fire Authority employee?  
Yes No
- \* 3. As of today (date of application submission), are you at least 18 years of age?  
Yes No
- \* 4. As of today (date of application submission), do you possess, or have you earned one of the following: a high school diploma or a high school general equivalency diploma?  
Yes No
- \* 5. From the choices below, select the highest level of education you have completed.  
 Less than high school diploma or GED  
 High school diploma or GED  
 Some college credits completed  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 PhD
- \* 6. As of today (date of application submission), do you possess one of the following: a valid, current California or National Registry EMT License? NOTE: Applicants must attach a copy of their valid California or National Registry EMT License OR California or National Registry Paramedic License at time of application to be invited to the Biddle. Failure to submit the required documentation at time of application will result in disqualification.  
Yes No
- \* 7. Please provide your California or National Registry EMT License number. If you do not possess a California or National Registry EMT License please write "N/A."
- \* 8. As of today (date of application submission), do you possess one of the following: a valid, current California or National Registry Paramedic License? NOTE: Applicants must attach a copy of their valid California or National Registry EMT License OR California or National Registry Paramedic License at time of application to be invited to the Biddle. Failure to submit the required documentation at time of application will result in disqualification.  
Yes No
- \* 9. Please provide your California or National Registry Paramedic License number. If you do not possess a California or National Registry Paramedic License, please write "N/A."
- \* 10. Are you currently on the FCTC SEL with a score of 80% or higher on the written exam?  
Yes No
- \* 11. If you are currently on the FCTC SEL with a written exam between 10/10/2022 – 10/09/2023 and a score of 80% or higher please provide your Drive License number. If you have not completed the FCTC written exam between 10/10/2022 – 10/09/2023 with a score of 80% please write "N/A."
- \* 12. Have you successfully completed a Biddle Physical Agility Test between 04/01/2023 – 10/09/2023? If you have successfully completed a Biddle Physical Agilities Test between 04/01/2023 – 10/09/2023, you **MUST** attach a copy of your certificate to your application to substitute participation in this portion of the selection process.  
Yes No

\* 13. Have you completed a California State certified Firefighter I Academy?

Yes No

\* 14. Do you possess a California State Fire Marshal Fire Fighter I Certificate?

Yes No

\* 15. Please provide a scanned copy of the license(s) and/or certificate(s) you possess. Check the items below which you've scanned and attached to your online application. NOTE: Only a valid California or National Registry EMT License is required and must be submitted at time of application (possession and submission of a valid California or National Registry Paramedic License may be submitted in lieu of a valid EMT license). At this time only attach licenses or certificates listed in the qualifications or highly desired qualifications section of the recruitment announcement. Applicants will have an opportunity to provide all other certificates, licenses, resumes, and letters of recommendations during the interview process.

- California EMT License
- National Registry EMT License
- California Paramedic License
- National Registry Paramedic License
- California State Fire Marshal Fire Fighter I Certificate
- California State certified Basic Fire Academy Certificate
- I did not provide any of the certificates listed above

\* 16. Do you possess a valid Class C California Driver License or out of state equivalent?

Yes No

\* 17. From the list below, please select an additional language other than English that you speak fluently.

- Spanish
- Farsi
- Chinese/Mandarin/Cantonese
- Korean
- Vietnamese
- Urdu
- Hindi
- Tagalog
- American Sign Language
- I do not speak any of the languages listed above

\* Required Question