

The Town of Colonie Personnel Officer Announces
Promotional Civil Service Examination
For
Paramedic



APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATION NO: PM4-89P

SALARY: FT -

Yr 1: \$52,030 PT -Entry: \$25.01

Yr 2: \$55,090

Yr 3: \$58,151

APPLICATION FEE: A non-refundable processing fee of \$5.00 (five dollars) is required for this examination, and a check or money order (no cash) made out to the TOWN OF COLONIE must accompany each application. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Note exam number on check or money order (see explanation on page 4).

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in the Emergency Medical Services Department of the Town of Colonie. If you pass the examination, your name will be placed on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six-month intervals.

Note: An open-competitive examination for this title is also being offered.

DESCRIPTION OF POSITION: These duties involve responsibility for providing emergency medical services in accordance with NYS law and Regional Treatment Protocols. Employees in this position must be able to safely operate specially equipped emergency medical vehicles. Paramedics participate in the delivery of medical care to patients and to those who require being rescued from environments such as hazardous materials, motor vehicle crashes, confined spaces, water, as well as low and high angle rope rescue and other potentially hazardous situations. Employees in this class are expected to maintain a level of preparedness that allows them to perform emergency work. When engaged in providing emergency medical services, incumbents are in two-way radio or telephone contact with, and receive direction from, monitoring hospital physicians who provide advice during a time of medical need. The work is performed under the supervision of the Emergency Medical Services Officers who make assignments and review work in progress. Does related work as required.

SUBJECT OF EXAMINATION: **The only subject of examination will be an evaluation of your training and experience.** You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. **In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance.** Also include a copy of your certification or documentation indicating eligibility for certification. Specify the date that your certification was first issued as well as the first certification date of your EMT license if applicable. **In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each.** Be specific: vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: Appointment in the competitive class on a permanent basis as a current FT/PT EMT or PT Paramedic for the Town of Colonie for a minimum of 24 months or the full time equivalent which totals 4160 hours. At the time of application, candidates must meet all of the following qualifications as a condition of employment: **(Please enclose photocopies of cards and certification)**

- *Completion of high school or possession of high school equivalency diploma AND
- *Current certification as a NYS Emergency Medical Technician-Paramedic (AEMT-4) AND
- *Current certification in American Heart Association Advanced Cardiac Life Support AND
- *Current certification in Basic Life Support for Health Care Provider (CPR) AND
- *Possession and maintenance of a valid NYS motor vehicle operator's license (copy) and an acceptable driving record AND
- Rescue Technician Basic (OFPC course)*
- Rescue Operations #2 (Confined Space)*
- Rescue Operations #3 (High Angle Rope Rescue)*
- Haz-Med Technician (NFPA 473 or equivalent)*

Continued-

See "General Instructions"

- Vehicle Extrication*
- Basic Water Rescue*
- Basic Ice Rescue*

* OFPC, TOC, DOH, or equivalent training.

-Obtain and maintain medical control authorization privileges to practice in the region and the Town of Colonie Emergency Medical Services Department.

-At the time of appointment and during employment, must meet or exceed the medical and physical standards established by the Personnel Officer. Incumbent Paramedics must continue to meet or exceed all requirements for maintenance of NYS Paramedic certification and Regional Medical Control Authorization for the duration of employment with the Town.

Ranking on Civil Service list shall be done by evaluation of training and experience.

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list for one year only. You may apply for retest at six-month intervals.

THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS PROMOTIONAL CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing address: PO Box 508), Newtonville, NY 12128-0508 - Telephone 783-2721 OR via the Internet at www.colonie.org (Civil Service Dept) where applications can be viewed and downloaded from the web site.

Michael M. Burick
Personnel Officer
Town of Colonie
January 4, 2016

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

GENERAL INSTRUCTIONS

Fees: Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. **Enclose a non-refundable check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order.** In the event you are disqualified, decide you didn't want to apply for that test, you do not take the test(s), or are not successful on the examination, the fee is non-refundable and therefore will not be returned. YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are *unemployed and primarily responsible for the support of a household*. In addition, a waiver of application fee will be allowed if you are determined eligible for *Medicaid*, or receiving *Supplemental Security Income payments*, or *Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)* or are certified *Job Training Partnership Act/Workforce Investment Act eligible* through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification form" (in our office or on-line at www.colonie.org/civilservice) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.** (Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

PARTIAL FEE WAIVER: Incumbent permanent Town of Colonie employees with more than one full year, or equivalent part-time service, may request waiver of the fee except for \$5.00 (five dollars). Provisional employees are required to pay the complete fee.

- 1) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.
- 2) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.
- 3) Investigation may be made as to character and ability and all statements made by applicants are subject to verification.
- 4) Falsification of any part of the application for employment or examination will result in disqualification and possible legal action.
- 5) Veterans, disabled Veterans, or *active duty members of the Armed Forces, desiring to claim additional credit must make application for such additional credit in their applications. They will be allowed the option of waiving these credits after the completion of the examination. *Special notice to active duty members of the Armed Forces – beginning 1/1/98 the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.
- 5a) If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.
- 6) Police Officer or Firefighter Survivor Credits: Per Section 85-a of Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent has served. If you qualify, **inform this office when you submit your application for exam.** A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
- 7) Accepted candidates will be notified when and where to appear for examination. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application.
- 8) Call this office if you do not receive a notice within three days of the date of the examination. Notice to appear for the test will be conditional, since final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice. Have your Social Security card (if you have one) and your Driver's License available at the exam center.
- 9) The duration of the eligible lists shall be fixed for not less than one nor more than four years. Note: The duration of eligible lists established as a result of continuous recruitment exams will be one year only.
- 10) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.
- 11) You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
- 12) CHANGE OF ADDRESS: Failure to notify the Personnel Officer of a change of address may result in disqualification for examination or certification for appointment following examination. A Change of Address form may be found in our office or on-line at www.colonie.org/civilservice. **Failure to do so may delay correspondence and affect recruitment opportunity.**
- 13) Religious Accommodations – Persons with a Disability – Military Members: If special arrangements for testing are required, indicate this on your application form.
- 14) Applications must be filed in the Civil Service Department no later than 4:30PM on the last filing date as noted above – or post-marked no later than one day prior to last filing date.
- 15) Applicants for examination or employment are solely responsible to provide written notice of changes which may affect application status.

- 16) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.
- 17) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30pm on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reasons. The "Policy on Alternate Test Dates" will govern.
- 18) Unless specifically prohibited, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell-Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries" and any similar devices are prohibited.
- 19) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise the Town of Colonie of their preference to examination location. Attach a "cross-filing" form to your application. Request this form by calling 783-2721 or download at www.colonie.org/civilservice. You need to call or write to each local Civil Service Agency to make arrangements within two weeks of the examinations. **Important: Candidates taking both State and local examinations scheduled for the same day must take all examinations at a State site. Do NOT call the State. You will be advised by their admission letter when and where to report for your examination/s.**
- 20) Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

COPIES OF THIS ANNOUNCEMENT ARE AVAILABLE IN THE CIVIL SERVICE DEPARTMENT

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