

SAFETY FORCES DISPATCHER

Public notice is hereby given of an open competitive examination to establish an eligible list for the position of Safety Forces Dispatcher in the City of Parma.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission. Your application must be filled out and filed with the Commission by Friday April 22, 2016 by 4:30 p.m. **There is a \$15.00 non refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma –NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Wednesday April 27, 2016.

PLACE: Cafeteria at Parma Senior High School, 6285 West 54th Street, Parma, Ohio. Please use rear parking Lot located off Longwood Avenue. Enter building through doors by bus loop.

TYPE OF EXAM: This is a two part exam. The written/audio exam is a multiple choice exam: passing point of 70% will be used. You must pass this exam to go onto the computer skills or 911 simulation exam to be scheduled for a future date. **Candidates will be placed on the eligible list conditional to passing ALL parts of the testing process.**

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: See Job Description.

CITIZENSHIP: Must be a United States citizen or be in the United States legally.

SECURITY: Job offer conditional to passing Bureau of Criminal Investigation (BCI) and local background check. Candidate will be required to pass polygraph exam.

SALARY: Step 1 \$36,470.20; Step 2 \$38,191.92; Step 3 \$40,145.30; Step 4 \$42,056.04; Step 5 \$44,102.76

EXTRA CREDIT

VETERAN'S CREDIT: Veterans providing COPY OF HONORABLE OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing their application shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written/audio exam.

EDUCATION CREDIT: Candidates providing a COPY OF BACHELOR DEGREE FROM AN ACCREDITED COLLEGE shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the exams.

Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the exams.

DISPATCHER: A **20%** bonus will be added to an Applicant's score from the written exam for an Applicant who has been employed for 4 or more years as a Safety Forces Dispatcher (full or part-time), with at least 60 days of said employment having been within the 12 months immediately prior to January 19, 2016, provided they receive a passing grade of 70% or better on the exams. However, no bonus will be awarded for any Applicant who was discharged for cause from a position as a Safety Forces Dispatcher.

A **10%** bonus will be added to an Applicant's score from the written exam for an Applicant who has been employed for 2 or 3 years as a Safety Forces Dispatcher (full or part-time), with at least 60 days of said employment having been within the 12 months prior to January 19, 2016, provided they receive a passing grade of 70% or better on exams. However, no bonus will be awarded for any Applicant who was discharged for cause from a position as a Safety Forces Dispatcher.

**THE MAXIMUM NOT ACCUMULATIVE TOTAL CREDIT SHALL BE 20% OF A CANDIDATE'S
PASSING SCORE**

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office - 440-885-8060.

By order of the Parma Civil Service Commission

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

TO ALL CANDIDATES FOR HIRE WITH THE CITY OF PARMA

In an effort to create/maintain an exemplary work force, the City of Parma will conduct a Background Check on all candidates for hire including a polygraph test. If, as a result of such Background Check and/or polygraph test, certain information is received, it will serve as basis for disqualification of that candidate.

A candidate **MAY BE DISQUALIFIED** if the Background Check and/or Polygraph test reveals a finding, by review of the Bureau of Motor Vehicles report that the applicant is an **UNACCEPTABLE DRIVER**.

* **Classification as an UNACCEPTABLE DRIVER:** defined as one who, during the previous five (5) year period, has received:

1. A conviction for one (1) of the following {or a second conviction ever}:
 - Drag racing.
 - Driving while under the influence of alcohol or drugs.
 - Vehicular homicide.
 - Leaving the scene of an accident.
 - Willfully eluding or fleeing a police officer after a traffic violation.
 - Driving under suspension.
 - Failure to maintain Financial Responsibility (insurance).
2. Two (2) or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
3. Three (3) moving violations for which a total of six (6) or more points were received.
4. Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.

**DISCOVERY OF ONE OR MORE OF THE FOLLOWING WILL RESULT
IN IMMEDIATE DISQUALIFICATION:**

1. **CONVICTION OF :**
 - A FELONY in the State of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.
 - Any offense involving MORAL TURPITUDE.
 - A SEX CRIME (as defined by ORC 2907 or Parma Codified Ord. 666).
Examples (but not limited to):
 - ✓ Unlawful sexual conduct with a minor.
 - ✓ Sexual Imposition.
 - ✓ Public Indecency.
 - ✓ Voyeurism.
 - ✓ Procuring.
 - ✓ Solicitation.

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DISPATCHER / CORRECTIONS

Disqualification Criteria / page 2.

- ✓ Loitering to engage in solicitation.
 - ✓ Prostitution.
 - ✓ Exposing juveniles to harmful materials.
 - ✓ Deception to obtain matter harmful to juveniles.
 - CONTRIBUTING TO THE DELINQUENCY OF A MINOR.
 - PROVIDING FIREARMS TO A MINOR.
 - An offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
 - An offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
 - DOMESTIC VIOLENCE or related offenses.
 - ASSAULT or other act of physical violence.
 - OBSTRUCTING JUSTICE.
 - OBSTRUCTING OFFICIAL BUSINESS.
 - RESISTING ARREST.
 - DESTRUCTION OR DAMAGE TO PRIVATE PROPERTY.
 - ILLEGAL USE/INVOLVEMENT WITH FIREARMS.
 - INDUCING PANIC.
 - IMPERSONATING AN OFFICER/FIREFIGHTER.
 - MISCONDUCT AT AN EMERGENCY.
 - FRAUD.
 - SECOND OFFENSE OF USE OF FIREWORKS.
 - TELEPHONE HARASSMENT.
 - FILING FALSE POLICE REPORT.
 - THEFT.
 - MENACING.
 - RECEIVING STOLEN PROPERTY.
2. Has a criminal proceeding pending or is under investigation for a crime.
 3. Being a registered SEX OFFENDER.
 4. Being on PAROLE or PROBATION for any criminal matter.
 5. Repeated incidents involving alcohol use or abuse.
 6. Involvement with STREAKING or MOONING activities within 5 years.
 7. MASTERBATION when there is the possibility of view by public.
 8. Involvement with VOYEURISM.
 9. Involvement with any aspect of **ILLEGAL PROSTITUTION**.
 10. Maintains an on-going relationship with individual(s) who are reputed to be involved in recent or current felonious activity.
 11. Any violation of public trust while previously employed in law enforcement/firefighting or other public or government service.
 12. An affiliation with, and/or support of, any organization or group which advocates the overthrow of the State or of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.

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DISPATCHER / CORRECTIONS

Disqualification Criteria / page 3.

13. Alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
14. Deceptive results of a polygraph or CVSA examination regarding the applicant's background.
15. Evidence that the applicant has willfully provided false or misleading information at any time during the application process, in his/her written application, oral interview or Personal History Statement, or has cheated during any testing in the application process.
16. Any conclusion brought about by the investigation that indicates the applicant is unsuited for police/firefighting work.
17. Prior termination for cause from a law enforcement or fire fighting agency.
18. Separation from any branch of the United States Armed Forces with a GENERAL DISCHARGE or LESS THAN HONORABLE conditions or for reasons of unsuitability or misconduct AND with the ineligibility of re-enlistment.
19. A conclusion by any physician, psychiatrist or psychologist which questions the applicant's suitability to perform the duties of a police officer/firefighter.
20. Drug usage (see DRUG USEAGE DISQUALIFICATION attachment).

A Candidate MAY BE disqualified if the Background Check and/or polygraph test reveals "traits of an undesirable employee" as evidenced by, but not limited to, convictions, arrests, or reported/learned involvement in the following listed factors. Consideration will be made on a CASE BY CASE BASIS.

1. Commission of undiscovered crimes.
2. Events of delinquency as a juvenile.
3. Conviction of D.U.I. and other driving record more than 5 years preceding the date of application.
4. Unfavorable recommendations from past/present references, employers, creditors, landlords, or neighbors.
5. A demonstrated lack of financial responsibility.
6. A history of sporadic or inconsistent employment.
7. Involvement in criminal or questionable activities, whether or not arrested.
8. Questionable character or fortitude.
9. Inability to control temper.
10. Personal reputation.
11. Inability to accept responsibility.
12. Previous employee history, to include (but not limited to):
 - ✓ Abuse of sick time.
 - ✓ Disciplinary record.
 - ✓ Work ethics/quality.
 - ✓ Punctuality and dependability.

Any other factor or combination of factors, which would limit, or prohibit, the applicant's suitability to perform the duties of a police officer/fire fighter.

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DRUG USAGE DISQUALIFICATIONS

Any ILLEGAL use of a controlled substance within the listed time limits preceding the date of application:

- Marijuana.....3 years.
- Schedule 1 Drugs (as defined in Ohio Revised Code)..... 10 years.
Examples (but not limited to):
 - Ecstasy
 - LSD/Acid
 - Heroin
 - Mushrooms
 - Psychedelic Drugs
 - Club Drugs
 - Rohypnol
 - PCP ~ Angel Dust
 - Bath Salts
- Schedule 2 thru 5 Drugs (as defined in Ohio Revised Code)....5 years.
Examples (but not limited to):
 - Cocaine
 - Opium
 - Ketamine
 - Amphetamines
 - Oxycodone
 - Anabolic Steroids
 - Morphine
 - Fentanyl
 - Valium
 - Methamphetamines
 - Hydrocodone with aspirin/acetaminophen
 - Adderall
 - Ritalin
 - Methadone
 - Barbituates
 - Cough Suppressants with Codeine
- Inhalants.....5 years.
Examples (but not limited to):
 - Whippets
 - Paint
 - Solvents
 - Nitrates
 - Propellant gases
 - Toluene

IMPORTANT DRUG RELATED DEFINITIONS

MARIJUANA – Because marijuana is a Schedule I controlled substance under Federal Law, any use, purchase, possession, distribution, sale or manufacture (including transportation for the purpose of distribution, sale or manufacture) of marijuana or its derivatives that would be regarded as illegal under the federal Controlled Substance Act shall be regarded as “illegal” for purposes of application.

MEDICAL MARIJUANA – Because marijuana has no recognized medical use under Federal Law, “medical marijuana” or products containing “medical marijuana” are considered as “illegal” for purposes of application.

SYNTHETIC MARIJUANA and SALVIA DIVINORUM – The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage).

“NOTE: The Civil Service Commission may give consideration on any immediate or drug usage disqualification guidelines on a case by case basis.”