



February 1, 2010

Dear Applicant:

Re: Communications/IT Technician Testing

The following dates have been set for the recruitment and testing for a Communication/IT Technician for the Central Yavapai Fire District:

APPLICATIONS DUE: Thursday, February 25, 2010 by 5:00 p.m.

To be considered for this position, a completed application must be submitted to Central Yavapai Fire District. Only complete applications will be evaluated and resumes will not be considered.

WRITTEN EXAM: Friday, March 5, 2010
1500 hours
Central Yavapai Regional Training Academy
9601 E. Valley Road
Prescott Valley, AZ 86314

PRACTICAL EXAM: Saturday, March 6, 2010
0800 hours
Central Yavapai Regional Training Academy
9601 E. Valley Road
Prescott Valley, AZ 86314

ORAL BOARD INTERVIEW: Wednesday, March 10, 2010
0800 hours
Central Yavapai Regional Training Academy
9601 E. Valley Road
Prescott Valley, AZ 86314

Oral Board Interviews will start at 0800 hours and will be scheduled for approximately 1 hour. All applicants must be present 30 minutes prior to their scheduled interview time. Appropriate interview attire is required.



Applicants having submitted an application will have the opportunity to participate in the written exam. Candidates passing the written exam will go on to the practical exam where an orientation will take place prior to beginning the exam. The practical exam is strictly pass/fail. Candidates who successfully pass the practical exam will have the opportunity to schedule an oral board interview time before leaving the practical exam. Oral board interview panel will consist of a 3 raters plus 1 person observing the process.

Candidates continuing on with the selection process will be notified by telephone or mail. We will be conducting extensive background checks on candidates that successfully complete oral interviews. The final candidate must complete a fingerprint background check, drug testing, pre-employment physical and psychological examination.

Thank you for your interest in this position. If you have any questions, please call me at (928) 772-7711.

Sincerely,

Mary M. Dalton

Mary M. Dalton

Assistant Chief of Administration

Central Yavapai Fire District
Communications/IT Technician
(\$18.28 - \$27.88/hr)

The Central Yavapai Fire District is now accepting applications for the position of Communications/IT Technician.

DISTINGUISHING FEATURES OF WORK: Under the direction of the Communication/IT Manager, the Communications/IT Technician performs a wide range of communications and IT duties. The Communications/IT Technician engages in construction, installation, maintenance, repair and modification of all types of electronic and communications equipment. This includes mobile, portable and fixed radio frequency transmitters and receivers; digital and analog microwave RF transceivers, digital and analog multiplex carrier equipment; mobile data systems (MDT/MCT), telephone systems; vehicular emergency lighting and siren systems; radio consoles and related systems; windows based desktop PCs and servers various Cisco routing and switch equipment, firewall and web content filtering equipment; maintenance of CYFD computer network systems and computer/peripheral equipment, and other position related duties as assigned. Works under the general direction of the Communications/IT Manager and is expected to exercise a great deal of initiative and resourcefulness with minimal supervision. This position is a forty-hour per week position. It is also a non-tobacco use position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Ability to climb tall structures (100 feet or more) with 50 lb. load to perform work at altitudes of up to 12,000 feet.
2. Ability to lift heavy objects (up to 50 pounds).
3. Ability to work outdoors in all types of weather conditions.
4. Availability to work irregular hours and/or respond to emergency call-outs on a 24 hour basis.
5. Ability to travel extensively throughout the state.
6. Applicant/Employee's weight and tools combined may not exceed 280-pound weight limit as specified by the manufacturer of safety equipment.
7. Applicant/Employee's waist circumference must not exceed 60 inches measured at the navel as specified by the manufacturer of safety equipment.

EMPLOYMENT INFORMATION: Applications: available at CYFD Headquarters' Office, 8555 E. Yavapai Road, Prescott Valley, Arizona, 86314 between 8:00 a.m. and 5:00 p.m. or on the District's website at www.centrialyavapaifire.org. Applications must be turned in by Thursday, February 25, 2010 at 5:00 p.m. to the Headquarters' Office. Candidates must possess a valid Arizona driver's license and be insurable by the District's insurance carrier. **Probation:** Probationary period of one year must be satisfactorily served by each employee.

NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process: (928) 772-7711.

CENTRAL YAVAPAI FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

COMMUNICATIONS/IT TECHNICIAN

PRACTICAL TEST INFORMATION

The practical test is a pass/fail examination that will consist of the following:

1. Cable Test – ability to successfully color match 2- 25 pair cable wires together.
2. Lift Test – ability to safely lift approximately 50 lbs. from the ground to the tailgate of a vehicle.
3. Tower Climb Test – ability to safely climb 40 ft. (on a microwave tower) using a pulley system with a harness/safety protection; unhook at 40 ft. mark and go with no hands; hook up and climb down – all as instructed.

Work Schedule, and Salary

WORK SCHEDULE

The Communications/IT Technician will be expected to work a minimum of 40 hours a week, Monday through Friday. This is a non-tobacco use position.

COMPENSATION

This is a non-exempt hourly position with an hourly rate of \$18.28 (Step 1) to \$27.88 (Step 7). An individual working a Monday-Friday, 40 hour work week schedule, may anticipate an annual earning of \$38,028 to \$57,999.

BENEFITS

- Arizona State Retirement System (for civilian employees).
- Health, Dental, Vision, Disability, Life and Post Health Retirement Insurance provided for the employee. Dependent assistance for health insurance provided.
- 10 paid holidays (3 of which are floating days).
- Paid Vacation (96/120/144/168/192 hours based on years of service).
- Paid Sick Leave (96/120/144/168/192 hours based on years of service).
- Sick Leave Buy-Back Program.
- Up to 40 hours Bereavement/Emergency Leave.
- Employee Assistance Program
- Deferred Compensation Program
- Educational Assistance Program

PROBATION / EVALUATIONS

There will be a one-year probationary period for this position. Probationary evaluations are completed quarterly. Employee must receive an "Meets Departmental Standards" evaluation rating by the 9 month evaluation to be considered passing probation. Employee must also obtain a Rescue 3 International Tower, Safety, Climbing and Rescue Certification or equivalent within 6 months of being hired.

CENTRAL YAVAPAI FIRE DISTRICT

Communication/IT Technician

The Central Yavapai Fire District (CYFD), an internationally accredited fire district, was created on April 5, 1965. Administration of the District is overseen by a five member elected board providing direction to the Fire Chief.

CYFD is located in central Yavapai County and provides professional emergency services to 160 square miles. In addition, the District provides many non-emergency type responses and community services. Contained in the District's boundaries are the Towns of Prescott Valley and Dewey-Humboldt as well as the unincorporated areas of Williamson Valley, Ponderosa Park, Highland Pines, Diamond Valley, Old Black Canyon area, and Coyote Springs. The District borders the City of Prescott, the Prescott National Forest, and AZ State Land.

CYFD now employs 80 full time personnel and maintains a reserve force of about 20 on-call members. The District currently provides service from six staffed stations and four reserve stations.

Three Divisions exist which are supervised by the Fire Chief. These are Administration, Operations, and Community Risk Management. Each has an Assistant Chief to oversee activities and provide direction.

The Administration Division is primarily responsible for the administrative or business portion of managing and operating the Central Yavapai Fire District. A fire district is different from a municipal fire department, whereas a municipal fire department is essentially only responsible for the operations portion of the fire department, and the remaining administrative functions are handled by the municipal administration department. The Administrative Division of the Central Yavapai Fire District's duties and responsibilities include: District governance, finance, human resources, administrative support services, information technology, and external systems relations.

Citizens of the District recently approved a \$17.2 million bond for capital improvements. These funds are being used to build three additional stations with engines, a training center and a new maintenance building. Additionally the bond, along with Federal grants, will assist in updating our communications system.

CENTRAL YAVAPAI FIRE DISTRICT

APPLICABLE COMMUNICATIONS/IT TECHNICIAN HIRING POLICIES

Tab 200.00 Hiring and Promotional

General Policy

In accordance with District policies, all members shall be assigned for service on the basis of merit and qualifications for particular duties. Discrimination on the basis of race, sex, color, age, national origin, marital status, religious creed, or disability, is strictly prohibited.

Assessment Center Scoring

Assessment Centers scoring will be based on the following:

- Each Assessment Center will consist of at least six (6) assessment stations.
- Assessment Center stations will contain critical fail points where applicable. Critical fail points are defined as violations of CYFD policy/procedures, safety regulations, local, state or federal laws and/or policies/regulations set by other local agencies to which CYFD must adhere.
- Scores below a 70% on three (3) or more Assessment Center stations will result in the failure of the Assessment Center Phase;
- However, it is permitted to score as low as 60% on two (2) stations or less and have those scores averaged into the total Assessment Center score.
- Any score less than 60% on an Assessment Center station will result in zero (0) points for that station and the zero points will be averaged into the overall Assessment Center score.
- All Assessment Center station scores must cumulatively average to at least a 70% or above to pass the promotional testing process.

See SOG 121 for specific Assessment Center guidelines.

Rules of Three

The hiring and promoting authority (the Fire Chief) shall have the discretion of selecting from the top three candidates on any eligibility list. The Rule of Three will also apply to eligibility lists with three or less candidates. If the remaining candidates on the eligibility list are deemed inappropriate for hire or promotion, according to the following factors, then the position may remain temporarily vacant. Factors considered in applying the "Rule of Three" are performance appraisals, attendance records, special credentials, productivity, attitude, compatibility, and any other pertinent criteria.

Hiring requirements may be amended or waived on a case-by-case basis, as determined by the Fire Chief, upon application and justification by applicant. Consideration may be given for past experience or training, as determined by the Fire Chief. The Fire the Chief shall notify the Fire Board of any waived or amended requirements for reserves. The Fire Chief must obtain Fire Board approval before waiving or amending requirements for any full-time position.

As of January 1, 1994, all new employees will be hired with a no-tobacco-use on duty employment condition.

All Chief Officers, Suppression, Fire Investigator/Inspector, and Maintenance members must reside within a 30-minute response (under normal driving conditions) of CYFD's jurisdiction. New employees have six months in which to comply with this requirement. The Fire Chief may waive such requirement for special circumstances with the Fire Board's approval. All Reserve Firefighter members must reside within the Fire District boundaries, which include the City of Prescott.

All new hires and reserve personnel being promoted will be required to complete a fingerprint, background, and reference check before employment or promotion with Fire District.

No member will be assigned to emergency response duties until an entrance physical assessment has been performed by the District physician. For immunization against hepatitis B, all full-time employees are offered immunization within 10 days of initial assignment. The risks and benefits of immunization will be explained to all members, and informed consent obtained before immunizations.

Members may refuse hepatitis B immunization, or may submit proof of previous immunization. Members who refuse will be counseled on the occupational risks of communicable diseases, and will be required to sign a refusal of immunization form.

Each new promotional or entry-level assignment shall require a one-year probationary period.

Any individual that has been demoted may attempt to promote in the future unless specifically prohibited by the terms of the demotion. Such promotion attempts must follow the normal promotion steps through each higher rank, successfully completing all probationary requirements. An employee that is demoted for more than one rank will not be eligible to skip ranks to promote back to the previously held position or higher.

All full-time Firefighters, Engineers, Captains, and Battalion Chiefs will maintain, at minimum, an Arizona Department of Health Services Basic Emergency Medical Technician certification.

Members shall maintain all required certifications and other preliminary and probationary requirements. Copies of updated medical certification cards required by Arizona DHS, YRMC, and CYFD will be turned in to the office prior to expiration date on the card. Failure to have a current copy of medical certification cards on file will result in the loss of any associated assignment pay and may result in disciplinary action. Full time employees will be removed from shift work and reserves will be removed from auxiliary staffing status until copies of medical certification cards can be obtained.

ACLS (paramedic) providers shall possess and continue to maintain an ACLS certification as well as, either a Pediatric Advanced Life Support (PALS) or a Pre-hospital Emergency Pediatric Program (PEPP) certification along with the other required certifications.

In the event of a promotion, an employee's pay rate will be increased by not less than 5% or to the nearest "step" of the new position's "range" above the 5% increase level.

Employees who meet the requirements for a merit increase and are promoted within 30 days of their evaluation date will receive both their merit and promotional increases. Employees who are promoted shall receive a final evaluation prior to promotion.

201 BACKGROUND CHECK POLICY

Before any offer of employment is extended to an applicant by the Fire District or any promotions from reserve to full-time status are offered, a fingerprint, reference, and background check shall be conducted. That check may include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, criminal background, and other pertinent information. One copy of the fingerprints shall be taken by the Yavapai County Sheriff's Office and transmitted to the Department of Public Safety, Federal Bureau of Investigation, and Department of Justice for the purpose of securing a report from the records of these agencies.

All members of the Fire District, including but not limited to full-time and part-time employees, reserves, volunteers, administrative staff, suppression, or EMS personnel ("members"), shall immediately apprise the Chief any time that member is arrested and/or convicted of a felony, of whatever nature, and any misdemeanor or administrative action (such as driver's license suspension), which may affect the employee's ability to perform his or her duties or may reflect poorly on the Fire District's reputation or public image.

The Chief may, from time to time, either verbally or in writing, ask for such information or take such steps as may be necessary to determine the status of a member's criminal background. This may include, but shall not be limited to, having the employee complete a questionnaire disclosing that member's criminal background history or changes in the member's criminal background history and may include, but shall not be limited to, a MVD check, FBI check, Department of Public Safety check, or local law enforcement jurisdiction inquiry. In conjunction therewith a member may be requested to complete, sign, or produce the releases, consent forms, fingerprint cards, licenses, permits, and copies of court records necessary to allow the Fire District access to said records.

The Fire District reserves the right to take such action as it deems appropriate depending on the results of the background/criminal check referenced above. Applicants are advised that the importance of a member's background or criminal history varies depending on the age, type, and circumstances surrounding the charges, conviction, or disposition, and that employee's job duties and responsibilities, and contact with the public. Failure to disclose may subject a member or applicant to discipline, including, but not limited to, termination or removal from the hiring eligibility list.

Except for good cause, individuals shall not be eligible for hire if they have been convicted of or have a charge pending, within 10 years of the date of application submitted, any crime involving theft, robbery, assault with a deadly weapon, forgery, defalcation, fraud, burglary, or other offense which, at the judgment of the Chief, reflects on the individual's credibility and honesty or the Fire District's standing or reputation; or within three years of application for employment any conviction of DWI or DUI, assault or other crimes or offenses involving moral turpitude.

No employees shall be entitled to operate a Fire District vehicle or vehicle on behalf of the Fire District, while on duty, if they receive a conviction for DUI or DWI, or have their license suspended for any reason, until such time as they have provided written verification that said license suspension is no longer in effect and evidence that they have complied with and completed all requirements of the court or administration system imposed in conjunction with said conviction or suspension. Any individual responsible or authorized to operate a Fire District

emergency vehicle in conjunction with an EMS or suppression call, upon receiving a conviction for DUI or DWI, may be subject to discipline up to and including immediate termination.

201.1 Pre-Employment Psychological Evaluation

The purpose of this policy is to ensure that prospective employees meet the minimum performance standards of the job-related functions for the position to which they are assigned. This policy applies to all prospective full-time members.

Most, if not all, of the positions to which a member may be assigned can involve high levels of stress and, consequently, require that the District ensure that all full-time members possess the necessary personality and psychological traits to fulfill the functions of the position to which they are assigned. This is in keeping with the District's mission of being "Dedicated to Excellence in Service". Therefore, it is the District's policy to require psychological evaluations prior to employment to ensure employees are psychologically capable of fulfilling the essential functions of the position to which they are assigned. The District's goal is not to discover information concerning a prospective employee's mental health condition, but rather is to discover indicators of a prospective employee's personality traits and to determine whether they are capable of fulfilling the essential functions of the position to which they are assigned, consistent with the District's business necessity.

Guidelines:

- Job offers to prospective employees will be made contingent upon the applicant passing a psychological evaluation/assessment. Employees hired prior to February 12, 2007 must pass a psychological evaluation/assessment prior to promotion to a fulltime position.
- The evaluation/assessment will be conducted by a licensed psychologist the District retains and may consist of any battery of assessment tests and procedures.
- The District's psychologist will not reveal to the District any information about the prospective employee's mental health conditions, but rather will only opine as to whether the prospective employee can perform the essential functions of the position to which they may be assigned.
- All prospective employees will be required to sign a consent and release form prior to being subjected to a psychological evaluation/assessment, but will not be required nor permitted to sign such a consent and release until after the District has extended the applicant a conditional offer.
- In the event the District's psychologist reports to the District that the applicant is not capable of fulfilling the essential functions of the position to which the applicant would be assigned, the offer of employment will be withdrawn.
- In accordance with HIPAA and the ADA, all psychological/medical information about the applicant and from the District psychologist will be kept confidential.

202 TESTING POLICY

There is a period of 30 days after the applicable eligibility list is published in which to review hiring and promotional tests, appeal results, or file grievances. Thirty-one days after the applicable eligibility list is published, test results will be destroyed and appeals, reviews, and grievances will be disallowed.

A passing score shall be 70% on examinations.

The percentage score of 70% or more received in each examination phase will be converted to the appropriate relative point value. If an examination phase is failed, the applicant will fail the entire testing process.

Frequency of testing: Assistant Chief - as needed
 Battalion Chief - as needed
 Company Officer – as needed
 Engineer – as needed
 Firefighters - 1 year
 All Others - as needed

Promotional lists created from testing will expire 1 year from the date of the test. The Fire Chief may order promotional testing at a greater frequency to fill vacant positions if a promotional list has expired, or he may make a temporary appointment.

College and Medical Credit:

Transcripts for college credits and Arizona DHS Certifications for medical credit must be attached to each application package and turned into Headquarters by the application deadline. The Fire Chief will evaluate and award points based on each transcript and certificate.

203 DRUG POLICY

203.1 Purpose of Policy

CYFD believes that it is important to promote a drug-free community, to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities, and property of the District. Drugs or alcohol may pose serious risks to the user and all those who work with the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of alcohol or illegal drugs in the workplace pose unacceptable risks to the maintenance of a safe and healthy workplace and to the security of CYFD employees, facilities, and property. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the District. For all of those reasons, the District has established this Substance Abuse Policy.

This policy is not intended to and does not constitute a contract of employment with the District.

This policy supersedes and revokes all previous practices, procedures, policies, and other statements of the District, whether written or oral, that modify, supplement, or conflict with the Policy. This policy may be amended at any time.

203.2 Scope of Policy

This policy applies to all employees, including management, administration, and temporary employees, volunteers and to all applicants who have received conditional offers of employment with the District.

Depending upon their specific job duties, certain employees may be subject to additional requirements under client requirements or state or federal regulations, including additional restrictions on drug or alcohol use, and additional provisions for drug and/or alcohol testing.

203.3 Dissemination of Policy

All applicants who have received conditional offers of employment with the District will be provided a copy to review this policy before undergoing drug screening.

203.4 Definitions

Illegal Drugs

"Illegal drugs" means any controlled substance listed in schedules I through V of the federal Controlled Substances Act (21 U.S.C. § 812), medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, "illegal drugs" may include even over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.

Legal Drugs

"Legal Drugs" means prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose(s) for which they were intended by the manufacturer.

District Property

"District property" and "District equipment, machinery, and vehicles" means all property, equipment, machinery, and vehicles owned, leased, rented, or used by Central Yavapai Fire District.

On Duty

"On duty" means all working hours, as well as meal periods and break periods, regardless of whether on District property, and all hours when an employee represents the District in any capacity.

203.5 Work Rules

1. Substance Abuse by Employees

A. Alcohol

Employees may not use, possess, sell, or transfer alcohol while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Employees may not work or report to work with detectable levels of alcohol in their systems.

Employees who violate either of these rules will be subject to discipline, up to and including immediate discharge. The District may make exceptions to these rules for certain business or social functions sponsored or approved by the District.

B. Illegal Drugs

Employees may not possess illegal drugs or engage in the illegal use of drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Employees may not work or report to work with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems.

Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs.

Employees who violate any of these rules will be subject to discipline, up to and including immediate discharge.

C. Legal Drugs/Medication

Any employee who has reason to believe that the legal use of drugs, such as a prescribed medication, may pose a safety risk to any person or interfere with the employee's performance of his or her job must report such legal drug use to his or her supervisor. The District shall then determine whether any work restriction or limitation is indicated. Failure to report the legal use of a drug that may pose a safety risk could result in disciplinary action.

2. Criminal Drug Convictions

Any employee who is convicted of violating any criminal drug statute will be subject to discipline up to and including immediate discharge.

Employees are required to report any criminal drug statute conviction to their immediate supervisor within five days.

3. Inspection of Property, Equipment, and Vehicles

All persons on District property or who are performing services on a District project, and all property, equipment, and vehicles on District property or being used in connection with the performance of work on a District project (including without limitation all vehicles, containers, desks, and file cabinets), are subject to unannounced inspection by the District. You should not expect that any property or items that you bring to work with you or that you use at work are private. If you do not want any property or items inspected, do not bring them to work.

Employees who refuse to permit inspections under this Policy or who fail to cooperate with inspections under this Policy will be subject to discipline, up to and including immediate discharge.

203.6 Drug and Alcohol Testing

The District may require that employees and applicants provide urine, blood, breath, and/or other samples for drug and alcohol testing under any of the following circumstances:

1. Pre-Employment Testing

All applicants who have received conditional offers of employment will be required to undergo drug testing as a condition of employment.

2. Reasonable Suspicion Testing

The District may require any employee to undergo drug and alcohol testing if management has a reasonable suspicion that the employee:

- A. Has violated the District's written work rules prohibiting the use, possession, sale, or transfer of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles;
- B. Is under the influence of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles;
- C. Is impaired by alcohol and/or illegal drugs; or
- D. May be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment.

3. Post-Accident / Injury Testing

The District may require any employee to undergo drug and alcohol testing as soon as practicable after a work-related accident or injury, not more than 24 hours after the employer receives actual notice of injury, if and the District reasonably believes that the employee may have contributed to the accident/injury.

4. Treatment Program Testing

Any employee who has been referred by the District for chemical dependency treatment or evaluation or who is participating in a chemical dependency treatment program under an employee benefit plan may be required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for up to two (2) years following the employee's return to work.

5. Additional Testing

The District also may require employees to undergo drug/alcohol testing when, in the judgment of management, such testing is appropriate for the safety for employees, customers, or the public at large, or for the maintenance of productivity, quality, or security of property or information.

6. Scheduling of Tests

Drug or alcohol impairment testing shall normally occur during, or immediately before or after, a regular work period. Testing shall be deemed work time for the purposes of compensation and benefits for current employees.

203.7 Specimen Collection and Testing Procedures

1. Specimen Collection Procedures

A. Test Subject Privacy

Appropriate professional personnel will supervise the collection of urine and blood specimens for testing. In the absence of a reasonable suspicion that the test subject will alter or substitute a urine specimen, the collection personnel will not directly observe the collection of the urine specimen.

B. Chain of Custody Procedures

The District will take steps to preserve the chain of custody of specimens, in order to ensure testing accuracy.

2. Specimen Testing Procedures

Specimens will be tested only by laboratories that are properly approved to conduct drug and alcohol testing by U.S. Department of Health and Human Services (SAMHSA, formerly NIDA), the College of American Pathologists, or the State of Arizona.

Specimens will be tested only for the presence of alcohol, illegal drugs, and their metabolites.

The District will rely only on positive initial screening test results that also have been confirmed by gas chromatography/mass spectrometry or other methods of confirmatory analysis provided for by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists ("confirmatory test").

3. Cost of Testing

Individuals applying for a position with the District will be required to pay for all required drug and alcohol testing. The District will pay for any employee drug and alcohol test that it requests or requires. The District will pay reasonable transportation costs to current employees if their required tests are conducted at a location other than the employee's normal work site or in the alternative provide transportation for the employee.

4. Suspensions Pending Test Results

Pending receipt of test results and written explanations and requests for retests of positive confirmatory test results, employees may be temporarily suspended. If an employee is suspended and the final confirmatory test result is negative, the employee will be reinstated immediately with full back pay.

5. Test Result Reports

The District will promptly communicate test results to test subjects. Any test subject may request a copy of his or her test result report. Employee must submit request for results records in writing.

203.8 Confidentiality of Test Results

The District will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

203.9 Consequences of Refusal

Employees and applicants may refuse to undergo drug and alcohol testing. However, employees who refuse to undergo testing or who fail to cooperate with the testing procedures will be subject to discipline, up to and including immediate discharge. Applicants who refuse to undergo testing or who fail to cooperate with

the testing procedures will not be hired and will not be reconsidered for employment for one year.

203.10 Right to Explain Test Results

Any test subject who tests positive on a confirmatory test on any drug and alcohol test required by the District may:

1. Submit additional information to the District's Human Resource Director, in a confidential setting, to try to explain the confirmed positive test result; and
2. Request in writing a confirmatory retest of the original sample, at his or her own expense, provided that the District Human Resource Director must receive the request within five (5) working days after the test subject has been informed of the confirmed positive test result.

Confirmatory retests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services, or the College of American Pathologists.

203.11 Consequences of Confirmed Positive Test Results

1. Applicants
Any applicant who tests positive on a confirmatory test on any drug and alcohol test required by the District and who does not timely and successfully refute the test results by explanation or retesting will not be hired and will not be reconsidered for employment for one year.
2. Employees
 - A. First-Time Positive Test Result
Any employee who tests positive on a confirmatory test on any drug and alcohol test required by the District for the first time and who does not timely and successfully refute the test results by explanation or retesting will be subject to discipline short of discharge. Such employees also will be referred for a chemical dependency evaluation, and will be required to sign an appropriate "last-chance" agreement with the District governing substance abuse and testing.

Any employee who fails to appear for a chemical dependency evaluation when directed by the District, fails to complete the terms of any prescribed treatment program, or fails in any way to cooperate with the chemical dependency referral and/or treatment process, will be subject to discipline, up to and including immediate discharge.
 - B. Second-Time Positive Test Result
Any employee who tests positive on a confirmatory test on any drug and alcohol test required by the District for the second time and who does not timely and successfully refute the test results by explanation or retesting will be subject to discipline up to and including immediate discharge.
3. Unemployment Compensation Benefits/Workers' Compensation Benefits. Any employee who refuses to take, or who tests positive on a confirmatory test on any drug and alcohol test required by the District and who does not timely and

successfully refute the test results by explanation or re-testing and who is discharged will be subject to loss of unemployment insurance benefits.

Any employee who refuses to take, to cooperate with, or who tests positive on a confirmatory test on any drug and alcohol test required by the District after a workplace accident or injury and who does not timely and successfully refute the test results by explanation or re-testing will be subject to loss of workers' compensation benefits.

203.12 Employee Assistance Program/Substance Abuse Treatment

1. The District regards its employees as its most valuable asset. Accordingly, the District maintains an Employee Assistance Program that provides help to employees who suffer from substance abuse and/or other mental health problems.

No employee will be subject to discipline for voluntarily seeking EAP assistance or substance abuse treatment. An employee may not, however, avoid discipline for violating the Substance Abuse Policy by seeking this assistance after the employee is referred for testing pursuant To this Policy. In addition, an employee's participation in an EAP or referred substance abuse treatment program will not excuse the employee from being required to meet all of the same standards and qualifications for the job that apply to other employees, including performance, attendance, and other measures.

3. The District will conduct drug-free awareness programs periodically. These programs will inform employees about the following:
 - A. The dangers of drug and alcohol abuse in the workplace;
 - B. The District's policy of maintaining a drug and alcohol-free workplace;
 - C. Available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - D. The sanctions that may be imposed for drug and alcohol abuse violations.
4. Employees are encouraged to approach their supervisor at any time with any questions they have about the District's Substance Abuse Policy.

304.00 Job Descriptions Communications/IT Technician

Created/Revised: 12/14/2009

Reviewed: 12/01/2009



Central Yavapai Fire District Job Description

Job Title: Communications/IT Technician
Division: Administration
Reports To: Communications/IT Manager
FLSA Status: Nonexempt
Salary Level: Range 27
Classification: Civilian

SUMMARY The Communications/IT Technician engages in construction, installation, maintenance, repair and modification of all types of electronic and communications equipment. This includes mobile, portable and fixed radio frequency transmitters and receivers; digital and analog microwave RF transceivers, digital and analog multiplex carrier equipment; mobile data systems (MDT/MCT), telephone systems; vehicular emergency lighting and siren systems; radio consoles and related systems; windows based desktop pcs and servers various Cisco routing and switch equipment, firewall and web content filtering equipment; maintenance of CYFD computer network systems and computer/peripheral equipment, and other position related duties as assigned. Works under the general direction of the Communications/IT Manager and is expected to exercise a great deal of initiative and resourcefulness with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Analyze electronic problems and make repairs at both system and component levels
- Assist in evaluating new software and hardware for District use
- Provide computer network performance monitoring
- Provide preventative maintenance of communications equipment and systems, server, computers, printers and other office equipment
- Respond to user requests of assistance or service on computers, identify and resolve computer network problems or issues and provide computer training to employees/users as needed.
- Diagnose and repair or oversee the repair of computer hardware failures
- Install new equipment and/or software
- Assist in maintaining accurate inventory of District communications assets and prepare related reports
- Operate and maintain digital and analog electronic test equipment
- Oversee outsourced and contracted repair and construction services as necessary
- Install and repair antennas and wiring on communications towers, vehicles and buildings

- Interprets technical diagrams and instructions; prepare systems and equipment documentation; maintain service records and prepare related reports
- Assist in producing replacements schedules and associated budgets
- Provide technical support to data services
- Order parts and equipment as necessary
- Assist with special projects
- Maintain neat, orderly and safe work environment
- Maintain positive working relationships with other CYFD employees, agencies and partners
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the employee, including, but not limited to, all books, papers, maps, photography, e-mails, notes and all other written documents within the employees job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain a “Meets Standards” on personnel evaluations.
- Interact with the public in a positive manner that exemplifies the Fire District’s mission.
- May be on an on-call rotation

SUPERVISORY RESPONSIBILITIES May assist in training new employees, as assigned, if occasion arises. May be required to supervise other CYFD employees involved in projects and/or special duty pay.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Radio Frequency (RF) communications systems and equipment, both digital and analog
- Procedures and techniques for the installation, repair and maintenance of communications systems and equipment
- FCC rules and regulations relevant to the position including CFR Title 47, Parts 90, 101 and other applicable sections
- RF combining and duplexing systems
- Grounding systems
- The uses, calibration and care of electronic test equipment
- Standard communications wiring color coding and connection schemes
- Computer Hardware and Software
- Software operating and compatibility issues
- Windows applications – windows server 2003/2008. XP etc....
- Practices and procedures for troubleshooting network, computer hardware/software

Skills:

- Excellent craft practices in installation, repair, soldering, cable management, fabrication

- Skill in providing technical training to others
- Skill in gathering technical information for trouble calls from non-technical personnel
- Skill in evaluating and identifying the source of the problem within a communications system with a minimum expenditure of time and resources

Ability to:

- Safely climb and work on tower structures, poles and ladders (200 feet)
- Safely operate automobiles, four wheel drive trucks, and snow traversing vehicles in adverse conditions to an altitude of 9,000 feet AMSL
- Make independent decision quickly in emergency situations
- Perceive the full range of the color spectrum in working with electrical wires
- Diagnose problems or malfunctions and accomplish repairs in a minimal amount of time
- Hear the normal range of audio frequencies
- Move objects weighing 50 pounds or more short distances
- Establish priorities for own workload
- Remain current on changing communications technology through reading, training, seminars and peer networking
- Follow verbal and written instructions
- Establish and maintain effective working relationships
- Handle all physical requirements of the job
- Ability to be flexible in responding to changes in schedules and job priorities

EDUCATION AND/OR EXPERIENCE Technical training through technical vocational schools, academies or organized training programs, with emphasis on two-way radios and microwave and four years experience in the repair and maintenance of two-way radios and microwave radio system; **OR**

Six years experience in the repair and maintenance of two-way radio and microwave radio with a public safety radio system

Basic knowledge of Windows based PCs and servers

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS State of Arizona driver's license; Rescue 3 International Tower, Safety, Climbing and Rescue Certification or equivalent within 6 months of hire.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

1. Ability to climb tall structures (100 feet or more) with 50 lb. load to perform work at altitudes of up to 12,000 feet.
2. Ability to lift heavy objects (up to 50 pounds).
3. Ability to work outdoors in all types of weather conditions.
4. Availability to work irregular hours and/or respond to emergency call-outs on a 24 hour basis.
5. Ability to travel extensively throughout the state.
6. Applicant/Employee's weight and tools combined may not exceed 280-pound weight limit as specified by the manufacturer of safety equipment.
7. Applicant/Employee's waist circumference must not exceed 60 inches measured at the navel as specified by the manufacturer of safety equipment.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.