

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.14
TRANSFERS AND
PROMOTIONS;
JOB POSTING



Adopted: 10/03/17
Reviewed: 03/21/18
Revised: 00/00/00

Approved: 

Purpose: To outline the process for promotions, transfers, and job postings within Spokane County Fire District 8.

References: Policy P10.03.01

Procedure:

1. The District encourages members to apply for any vacancy in which they have an interest and for which they may be qualified.
2. Generally, most positions available at Spokane County Fire District 8 will be posted internally.
 - a) Exceptions to posting will be determined by the Fire Chief.
3. Members interested in a transfer or promotion to an area in which there are not current openings are encouraged to discuss their interest with their manager or the manager responsible for the area in which they are interested.
4. Transfers must take into account staffing needs in the member's current area, and will be granted only when determined to be in the District's best overall interest.
 - a) Unsuccessful candidates will be notified when they are not offered a position.
5. Volunteer, Resident, and Part-Time members who wish to transfer to a full-time paid or part-time employee position will be required to participate in the competitive examination process.
6. Current members of the District who have completed one year of service with the District will be given preference points as follows:
 - a) Full-time and Part-Time Employees:
 - i. Completion of all four (4) station area initial training and certifications: 3 pts.
 - ii. Completion of 1-2 years of service with the District at time of application: 1 pt.
 - iii. Completion of 3 or more years of service with the District at time of application: 1 pt.
 - b) Volunteer and Resident Volunteer Members:
 - i. Completion of assigned station area initial training and certifications: 2 pts.

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A handwritten signature in black ink, appearing to read "Amy Fisher", is written over a horizontal line.

- ii. Attended required minimum annual training for previous 12 months: 1 pt.
- iii. Completion of 1-2 years of service with the District at time of application: 1 pt.
- iv. Completion of 3 or more years of service with the District at time of application: 1 pt.
- c) Non-suppression Positions:
 - i. Points: Completion of 5 years of service with the District at time of application: 2 pts.
 - ii. Points: Completion of 5 or more years of service with the District at time of application: 3 pts.