Memorandum

DATE
October 10, 2014

TO
Honorable Members of the Public Safety Committee:
Sheffie Kadane (Chair), Adam Medrano (Vice-Chair), Dwaine Caraway, Jennifer S. Gates,
Sandy Greyson, Scott Griggs

SUBJECT
Recruiting and Retention Overview

Attached is briefing material on the “Recruiting and Retention Overview” to be presented to the
Members of the Public Safety Committee on Monday, October 13, 2014.

[Signature]

Eric D. Campbell
Assistant City Manager

Attachment

c:   Honorable Mayor and Members of the City Council
      A.C. Gonzalez, City Manager
      Warren M.S. Ernst, City Attorney
      Craig D. Kinton, City Auditor
      Rosa A. Rios, City Secretary
      Daniel F. Solis, Administrative Judge
      Ryan S. Evans, First Assistant City Manager

         Jill A. Jordan, P.E., Assistant City Manager
         Mark McDaniel, Assistant City Manager
         Joey Zapata, Assistant City Manager
         Jeanne Chipperfield, Chief Financial Officer
         Sana Syed, Public Information Officer
         Elsa Cantu, Assistant to the City Manager – Mayor & Council

“Dallas - Together, we do it Better”
RECRUITING AND RETENTION

GOALS:

• To expand the applicant pool by increasing the total number of applications submitted
• Target under represented demographic groups (Females, Hispanics, Asians, and African Americans)
• Participate in local and out of area job/career fairs
• Increase the media presence of Dallas Fire-Rescue through the use of social media
• Expand community based recruiting efforts to include churches, community centers, local malls
Staffing:

- Captain
- Lieutenant
- Driver Engineer
- Driver Engineer
- Office Assistant II
- 8 Sub-rookies
Activities:

COLLEGE JOB FAIRS

- Dallas County Community Colleges: Eastfield, Mountain View, El Centro, and Cedar Valley Colleges
- Texas A&M Commerce
- Paul Quinn College
- Texas Women’s University
- University of North Texas
Recruiters also have daily interaction with applicants and interested persons through our social media site on Facebook:

www.dfrrecruiting@yahoo.com
Women’s Day at Dolphin Rd.

Activities:

Dallas Independent School Career Days

Recruiters respond to request for speakers to introduce students to the careers of Firefighter/Paramedics and Fire Prevention Officers
Women’s Day at Dolphin Road
Candidate Physical Ability Test (CPAT) Mentoring

- Recruiters oversee eight-weeks of conditioning and training for applicants prior to the administration of the CPAT.
Activities:

• Processing Applicants for Fire Rescue Officer and Fire Prevention Officer

Since 2009, recruiters have processed approximately 6000 applicants
Hiring Minimum Requirements

- Between 18 – 35 years old
- 45 college semester hours, or
- 4 years active duty military service, with an honorable discharge
- No felony convictions
- Able to pass the Candidate Physical Ability Test
- Current drivers license
- No more than 3 moving traffic violations within the 24 months preceding the application
DALLAS FIRE-RESCUE
HIRING PROCESS

• Step 1  Written Civil Service Test
• Step 2  Personal History Packets given to eligible applicants (2 week deadline for submission to Personnel)
• Step 3  Accuplacer (paramedic eligibility exam)
• Step 4  Start CPAT Mentoring (8 weeks)
• Step 5  CPAT Testing (successful candidates given polygraph survey for completion)
DALLAS FIRE-RESCUE
HIRING PROCESS

- Step 6  Begin background checks (criminal and employment history)
- Step 7  Interviews
- Step 8  Employment Offers given
- Step 9  Pre-employment physicals and drug testing
- Step 10 Congratulations Letters sent
- Step 11  Recruit Class Starts and New Employee Orientation
QUESTIONS?