

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.14 TRANSFERS AND PROMOTIONS; JOB POSTING



Adopted:	10/03/17
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

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 members who wish to transfer to a full-time paid 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 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:
 - i. Completion of assigned station area initial training and certifications: 2 pts.
 - ii. Attended required minimum annual training for previous 12 months: 1 pt.

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- 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.