

## Guide to Civil Service Rules and Procedures for the City of Easton

### **What is Civil Service?**

Civil Service rules and procedures are to appoint and hire civil servants or public servants in a public sector environment on behalf of a government department (Fire Fighters or Police Officers)

The City of Easton has their own set of Civil Service rules and procedures that reflect the Third-Class City Code along with other procedures that may be unique to the City.

What is the Civil Service Process to be hired as a Fire Fighter?

The City of Easton hires fire fighters from a Final Eligibility List which is active for 2 years after it has been established. There are several steps that an individual needs to complete to get on the Final Eligibility List:

1. When the City advertises, we are accepting application, submit a completed application on or before the due date indicated with the application deposit. The applicant must meet these additional general qualifications in order to move to the next step of the process.
  - Must be at least 20 to apply and 21 to be appointed.
  - Citizen of the United States
  - Possess a High School diploma or GED
  - Must have a valid Driver's License
2. A written general knowledge exam is given to all applicants who have submitted a completed application. The passing score for this exam is 70% or higher.
3. A physical agility test is given to test the physical extent of the candidate. This is a timed pass/fail test. There is more detail about the physical agility test within the application.
4. An oral interview is conducted which is graded and needs to have a 70% or higher to pass.
5. If all exams are completed and passed by the applicant, then the grades to the exams are weighted and totaled and placed on the Final Eligibility List with the other applicants in order by highest grade. The military preference points will be applied on the final grade. You must possess a DD214 to be applicable to receive the points. When the City hires fire fighters, they start at the first person on the list and move down accordingly.

What happens when The City gets to my name on the list?

When the City gets to your name on the list, they can make a conditional offer of employment pending you pass the following:

- Background Check
- Drug Screening

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- Psychological examination
- Medical examination

If these items are completed successfully, you will be hired and sent to the Fire Academy for training if applicable.

Please note that the city is not required to hire you if they get to your name on the list. They can hire any of the next three individuals in subsequent order on the list.

What happens when I get hired?

If hired in the **Fire Department** the City sends the fire fighter to a local Fire Academy for 5 months. While in the academy the firefighter is considered Recruit I. After the firefighter finishes the academy, they are brought on to the force and are subject to more on-the-job training as Recruit II. After the firefighter completes all training, they move to Firefighter 1. With each bump from Recruit 1 to Firefighter 1 there are pay increases that happen.

For the 2023 the increases are as followed:

Recruit I      \$40,732

Recruit II      \$52,370

Firefighter 1    \$58,190

If hired in the Police Department the City sends the police officer to a local Police Academy for 6 months unless they have Act 120 at the time of hire. After the academy is completed the police officer is brought on the force as a Police Officer 1 and has additional training at the police station for about 4 months.

For the 2023 year the increases are a followed:

Patrol Officer while in Academy \$51,206

Police Officer 1 \$63,687

For any additional questions please email [humanresources@easton-pa.gov](mailto:humanresources@easton-pa.gov) or call (610)250-6628