

Memorandum



CITY OF DALLAS

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.

A handwritten signature in cursive script that reads "Eric D. Campbell".

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

RECRUITING AND RETENTION OVERVIEW



Public Safety Committee

October 13, 2014

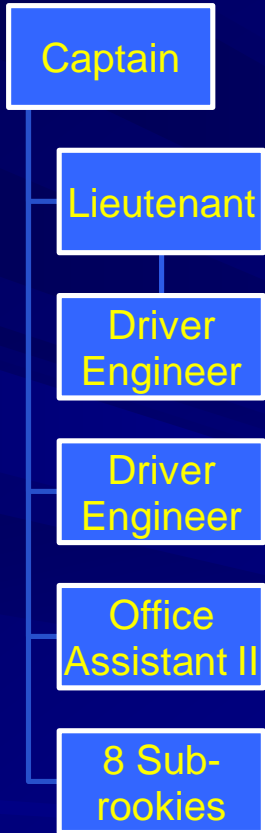


RECRUITING AND RETENTION

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:

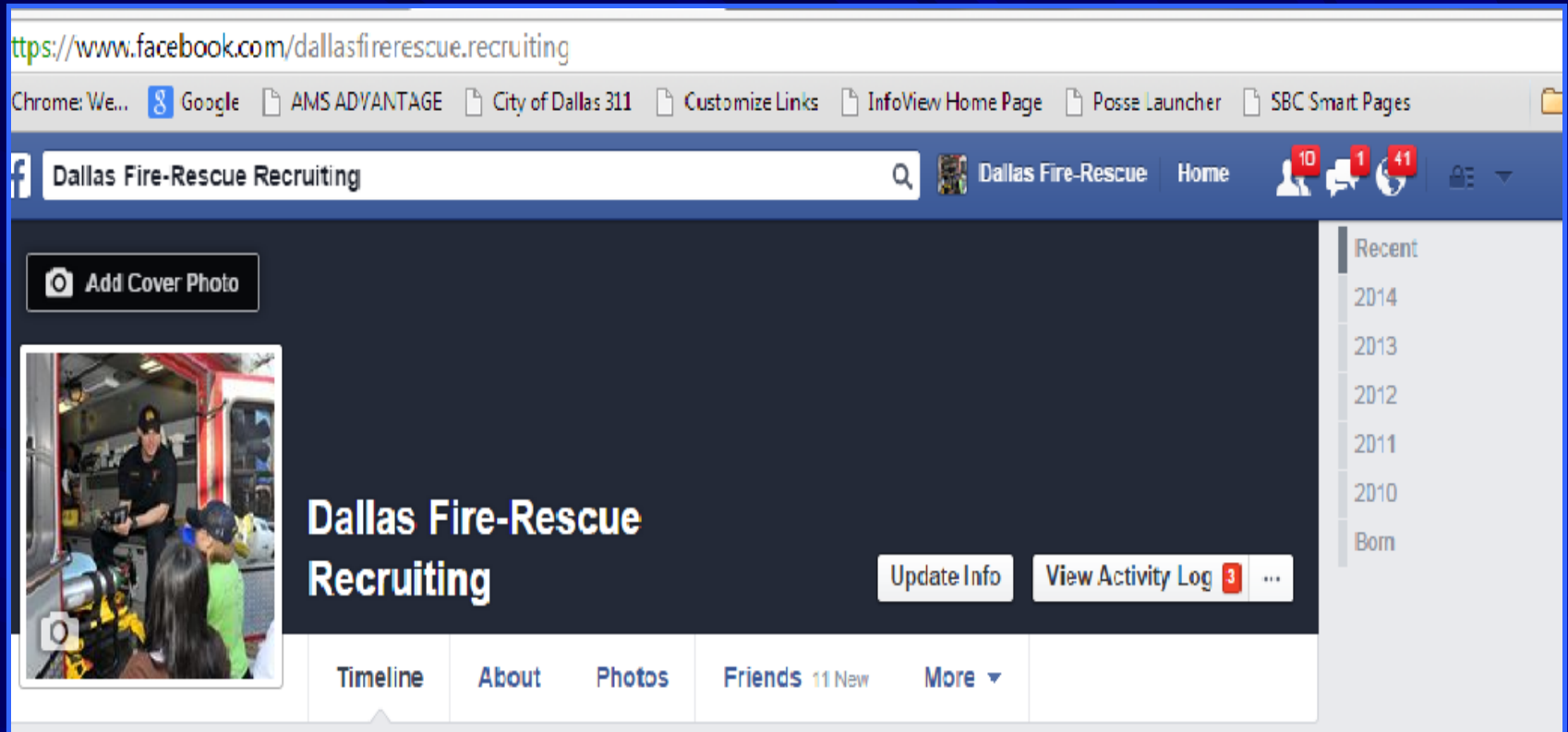


Activities:

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

Activities:

Women's Day at Dolphin Rd.



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 Congratulation Letters sent
- Step 11 Recruit Class Starts and New Employee Orientation

QUESTIONS?