



City of Pittston Civil Service Application Packet

Police and Fire Departments

35 Broad St. Pittston, PA 18640

City of Pittston Civil Service Application Packet

Table of Contents

General Information

Rules and Regulations for the City of Pittston Civil Service Commission.....	Page 3
City of Pittston Employment Application.....	Page 26
Authorization to Obtain Information.....	Page 34
Examination Process.....	Page 35
Civil Service Physical Agility Test.....	Page 36

Police

Standards for Additional Test Points for Police Department Test.....	Page 37
Additional Information for Full Time Police Officer Application.....	Page 38

Fire

Standards for Additional Test Points for Fire Department Test.....	Page 39
Additional Information for Full Time Firefighter Application.....	Page 40

Timeline.....	Page 41
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RULES AND REGULATIONS OF THE CITY OF PITTSTON CIVIL SERVICE COMMISSION

ARTICLE I: DEFINITION OF TERMS

101. **Definitions.** Unless otherwise expressly stated, the following words and phrases, whenever used in these Rules and Regulations, shall be construed to have the meaning indicated herein:

- a) **Applicant:** an individual who seeks appointment as a Police Officer in the Bureau of Police or as a Firefighter in the Bureau of Fire and who has fulfilled the preliminary requirements imposed by 11 Pa.C.S.A. § 14401 et seq. and these Rules and Regulations. These preliminary requirements include the completion of an application form approved by the Civil Service Commission (“CSC”) and the successful completion of a professionally validated physical performance/physical agility examination administered by the CSC

- b) **Application Form:** a form, approved by the CSC. The CSC shall make its application forms available not less than thirty days prior to the scheduling of a physical performance/physical agility exam as part of the process leading to the creation of a list of eligibles. Individuals who fail to timely provide the CSC with a fully completed application form shall not be eligible to participate in the physical performance/physical agility exam or to otherwise participate in the process resulting in a list of eligibles. Falsification by commission, omission, or otherwise, of information on the application form will automatically disqualify the Applicant from participating in the employment process overseen by the CSC and would be grounds for termination of the individual should he/she be hired through the employment process managed by the CSC. An Applicant who fails to make the list of eligibles during a particular examination cycle and who has not been disqualified from being a future Applicant must complete a new application form if he/she wishes to be considered an Applicant during any future efforts by the CSC to create an eligibility list. Application forms for Applicants who do not make it onto the eligibility list shall be maintained for ten years following the creation of the eligibility list. An Applicant who has become a permanent appointee shall have his/her application form maintained by the City in a personnel file. The application forms of Applicants who do make the eligibility list, but who are not hired from that list, shall be maintained for ten years after this list has been replaced by another eligibility list. The persons referenced in the preceding sentence, to be considered candidates for employment by the City, would have to complete a new application form.

- c) **Certification:** the submission to the appointing authority of names taken from the

eligibility list developed by the CSC. For each vacancy which the appointing authority desires to fill, the CSC shall certify from the eligible list the names of the top three persons remaining thereon who received the highest total scores at the last preceding relevant City of Pittston Civil Service examination. In the case of eligible Veterans who have demonstrated themselves to be qualified for appointment their scoring total shall include ten Veterans Preference points, if applicable.

- d) **Chairperson:** The Chairperson of the City of Pittston, Pennsylvania, Civil Service Commission.
- e) **Commission or CSC:** The Civil Service Commission of the City of Pittston, Pennsylvania.
- f) **Conditional Appointee:** an applicant who has been extended a conditional offer of employment subject to successful completion of a physical medical examination and psychological medical examination pursuant to 11 Pa.C.S.A. § 14404.1.
- g) **Controlling statutes:** the statute which begins at 11 Pa.C.S.A. § 14401 and which relates to the Civil Service requirements for Third Class Cities. Where these statutes conflict with the City of Pittston Home Rule Charter, the City of Pittston Home Rule Charter shall control unless the relevant language of the Charter is determined to be unlawful.
- h) **Director:** Chief of Police or Chief of Bureau of Fire.
- i) **Eligible:** a person whose name is recorded on a current eligible list or furlough list.
- j) **Eligible list or list of eligibles:** the list of persons who have passed, separately, each of the three aspects of the examination for a position as a Police Officer or Firefighter. Having initially passed the physical performance/physical agility examination (no points are awarded for passing this examination - it is a pass/fail examination), these individuals have also passed the written examination and completed the oral examination. Eligibles who have passed all three aspects of the examination shall be listed from highest score to lowest score. The components of an Applicant's score shall be his/her: score on the written exam; score on the oral exam; ten Veterans Preference points if applicable, and ten preference points if applicable for an Applicant who fits into any of the following categories: employed by the City of Pittston in a part-time capacity as a Police Officer in the last five years; or volunteer Firefighter in Eagle Hose Company #1 in last 2 years; or a volunteer Firefighter in the Niagara Engine Company # 2 in the last 2 years, or volunteer or paid employee of the Greater Pittston Regional Ambulance Association in the last 2 years.
- k) **Firefighter:** For purposes of these Rules and Regulations, a permanent, regular uniformed employee of the City's Bureau of Fire, other than the Chief, and who is EMT and Firefighter I certified, as established by the City and/or Commonwealth of Pennsylvania.
- l) **Interactive discussion:** the discussion held with an Applicant, a Conditional Appointee who has received a conditional offer of employment, or a probationary or

permanent appointee, as a result of information coming from medical practitioners or otherwise, which calls into question the ability of the individual to perform the essential functions of his or her job or the job to which he or she seeks appointment with or without a reasonable accommodation. The purpose of such a discussion is to obtain the individual's view on the concerns about his/her ability to perform all of the essential functions of the job and to gain input on that individual's position as to whether he/she could perform those essential functions if reasonably accommodated.

- m) **Loudermill hearing:** an informal meeting with a probationary appointee or a permanent appointee which apprises that individual of concerns that might lead to the suspension, demotion, or removal (dismissal) of the individual. This meeting/hearing will give the City the opportunity to receive the appointee's reaction to the facts eliciting the concerns before any decision is made that might result in the employee's suspension, demotion, or removal. This process can be conducted remotely or through the United States mail. This process is, for Civil Service purposes, applicable to permanent appointees and probationary appointees during their probationary period. It is not applicable to a decision not to retain a probationary employee who has been notified in writing at the conclusion of his/her probationary period that he/she will not receive a permanent appointment.
- n) **Medical examination:** any examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify a conditional appointee if it would prevent the individual from performing, with or without reasonable accommodation, all of the essential functions of the position. Nothing in these Rules shall be construed to authorize any medical examination prior to conditional appointment.
- o) **Member:** an individual appointed to the CSC who shall be appointed by Resolution of City Council to a term of four years or until his or her successor is elected and qualified. A member whose four year term has expired but for whom no successor has been elected shall continue to be a member of the CSC. No City officer, official or employee shall be a member of the CSC. Membership in this CSC shall not prevent the member from being appointed to any other authority, board, commission or committee of the City. Members must be residents and registered voters of the City as required by 11 Pa.C.S.A. § 14402.
- p) **M.P.O.E.T.C.:** Municipal Police Officer's Education and Training Commission.
- q) **Permanent appointment:** an individual who was appointed to a position as a Police Officer or Firefighter in the City of Pittston pursuant to the provisions of 11 Pa.C.S.A. § 14406 and the requirements of these Rules and Regulations and who has successfully completed any required physical or psychological medical examinations and the probationary period. If at the close of the probationary period the conduct or capacity of the probationary employee has not been satisfactory to the Chief of Police or Fire Chief, the probationer shall be notified, in writing, that he or she will not receive a permanent appointment, whereupon his or her employment shall cease.
- r) **Police Officer:** For purposes of these Rules and Regulations, a permanent, regular uniformed employee of the City's Bureau of Police, other than the Police Chief, who is

not a temporary police officer appointed pursuant to 11 Pa.C.S.A. § 14407 or an extra police officer appointed pursuant to 11 Pa.C.S.A. § 12003, who is Act 120 certified as a municipal police officer and who meets the requirements for law enforcement officers established by the City and Commonwealth of Pennsylvania (including the Municipal Police Officers' Education and Training Commission)

- s) **Probationary Period:** New employees in the Bureau of Police and Fire shall serve a probationary period of one hundred twenty (120) days with that possibility of an extension of ninety (90) days based on performance. For new employees hired before their Act 120 requirements have been completed, the probationary period shall commence upon successful completion of Act 120 training. At any time during the probationary period the Police Chief or Fire Chief may remove an employee for unsatisfactory performance. Upon removal, the Chief shall advise the CSC, the Mayor, and the City Administrator of his action and the reasons therefor. Probationary employees shall have no right of appeal. During a probationary period the appointee shall not be denied any rights or benefits that the appointee would otherwise be entitled to under any collective bargaining agreement. A probationary period may not be extended except through written agreement between the City, the probationary employee and any union representing the probationary employee. See also sub-section "(r)" above.
- t) **Probationer:** An individual appointed to a position of Police Officer or Firefighter in the City of Pittston, from an eligible list, pursuant to these Rules and Regulations, but who has not yet completed his/her probationary period. See also subsections "(t)" and "(r)" above.
- u) **Promotion:** A move up the chain of command as measured both by an increase in compensation and an increase in employment responsibility. Veterans Preference and all additional preference categories shall not apply to a promotional exam or appointment.
- v) **Physician:** An individual licensed under the laws of the Commonwealth to engage in the practice of medicine as further defined in 1 Pa.C.S.A. §1991.
- w) **Qualified Medical Professional:** An individual who is licensed under the laws of the Commonwealth of Pennsylvania as a Physician Assistant or as a Certified Registered Nurse Practitioner.
- x) **Rules and Regulations:** This body of Rules and Regulations recommend for adoption by the CSC and approved/implemented by the City Council. From time to time these Rules may be modified/amended utilizing the same process by which they were originally created. A copy of all amendments shall be forwarded to the Mayor and Directors for comments. All Rules and Regulations will be approved by City Council.
- y) **Vacancy:** A determination by the Pittston City Administrator that the City will fill an unfilled position as a Police Officer or Firefighter within the Bureau of Police or Bureau of Fire. This could be either an entry level or a promotional position. A position which would be a promotion for an existing employee of the Bureau of the Police or Fire shall be deemed to be subject to a promotion examination even where non-department members are deemed eligible to participate in the examination process. When a

vacancy is to be filled in the Bureau of Police or Bureau of Fire, the City Administrator shall make written application to the Commission for a list of eligibles. In making the request, the title of the position to be filled shall be specified.

- z) **Veterans Preference:** The concept of Veterans Preference applies to entry level hiring but does not apply to positions deemed to be promotional opportunities for persons who are already uniformed employees of the Bureau of Police or Bureau of Fire. A Veteran is an individual who meets the definition of being a Veteran as defined by the Pennsylvania Veterans Preference Act and related case law. Applicants who are Veterans receive Veterans Preference points only after they have demonstrated that they are qualified for the vacancy in the position for which they have applied. An Applicant is qualified if he/she meets the criteria for the position listed in the City's job description; meets the application requirements established by the CSC; has passed the physical performance/physical agility examination; and has passed the written and completed the oral examination. In the event that a single Veteran is part of the grouping of three eligibles certified then that Veteran must be selected for the position. If more than one Veteran is certified in such a listing of three names then the City Administrator may appoint any one of the Veterans.

ARTICLE II: THE COMMISSION

201. **Members of the Commission.** The Civil Service Commission of the City of Pittston, Pennsylvania, shall consist of three citizens selected per the definition of "member". Upon the expiration of the term of any CSC member one replacement person shall be selected to serve upon said Commission Board for the term of four years. If any vacancies occur they shall be filled by nomination by the Mayor and confirmation by the City Council for the unexpired term. No salary or other compensation shall be paid to any member of the CSC. The CSC shall organize for the purpose of transacting its business, from time to time, as new appointments to such Commission are made and each year by the first of February. The Chairperson and Vice-Chairperson of the Commission shall be the persons so designated by a majority of the Commission's members.

202. **Oath of Office.** Each member of the Commission, before entering upon the duties of his/her office, shall take and subscribe to the oath of office prescribed by the 11 Pa.C.S.A. 1141, as amended, and file the same, duly certified by the officer administering it, with the City Administrator.

203. **Offices Incompatible with Being a Civil Service Commissioner.** No Commissioner shall at any time hold any office which, per these Rules and Regulations or Pennsylvania statutory or case law, is incompatible with that of Civil Service Commissioner.

204. **Deliberation and Voting.** When the Commission engages in deliberation as an adjudicatory body it may do so in executive session. However, official decisions of the Commission, when it is sitting as an adjudicatory body, must be rendered in public in a meeting which comports with Pennsylvania statutory law. When the Commission sits as a non-adjudicatory body its deliberations and decision making must be made in public. Two members of the Commission shall constitute a quorum necessary for the transaction of the business of the Commission. On any matter which comes before the Commission for decision, whether or not the decision is an adjudication, each Commissioner must provide his/her substantive vote, unless the Commissioner has a conflict of interest, as defined by Pennsylvania statutory law, which would prohibit the member from casting his/her vote. A member may not vote merely "present". A member who refuses to cast a substantive vote, and who does not have a conflict of interest as that phrase is statutorily defined, is, by that refusal, automatically dismissed from the Commission. All actions of the Commission shall have the concurrence of at least two members. Each time members vote that fact, and the voting choice of each member, shall be recorded in the minutes of the meeting.

205. **The Commission Secretary.** Each Commission, before entering upon its duties may appoint a Secretary who shall handle all correspondence of said Commission. A member may not be the Commission Secretary. The Secretary shall have no voice or vote on any matter before the Commission, and the Commission shall have the power to change the Secretary's duties. The compensation to be paid to the Secretary and the budget for all necessary stationery and supplies shall be such as Council shall by ordinance direct.

206. **Duties of the Secretary.** At the discretion of the Commission, the Secretary shall receive, record, respond to, and otherwise manage the official correspondence of the Commission, the correspondence received by the Commission and the business documents of the Commission as well as sending out all notices required by law and these Rules and Regulations. The Secretary at the discretion of the Commission shall keep a record of each examination or other official action of the Commission and perform all other duties required by the Commission, law, and these Rules and Regulations. The Secretary shall function at the direction of the Chairperson as to routine administrative matters and otherwise at the direction of the majority of the Commission.

207. **Duties of the Chairperson.** The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at all meetings of the Commission, decide all points of order or procedure (or, where appropriate, appoint legal counsel to guide any due process proceedings and/or to rule on objections and points of order), carry on all official correspondence of the

Commission, send, record, or cause to be recorded, each examination or other official action of the Commission and perform all other duties required by law, or by these Rules and Regulations.

208. **Approval of Rules or Regulations.** Rules or Regulations of the Commission shall not take effect until approved by the Commission, approved as to form and legality by the Solicitor of the City of Pittston, and approved/adopted by City Council.

209. **Absence of a Member.** The absence of one member of the Commission shall not prevent the Commission from conducting official business so long as the other two members of the Commission can be present either in person or telephonically. The Commission can conduct its business via telephone so long as the communication system utilized enables, where a public meeting is required, all of the officials participating in the discussion to interact with each other in a conversational mode and so long as the public can hear the deliberations and exchange of information/views between the participating officials. To be qualified to be a Commissioner one must be reasonably available to participate in the official meetings/functions of the Commission.

210. **Meetings.** Meetings shall be held at the call of the Chairperson or at the call of two members of the Commission. All meetings shall be held in accordance with Pennsylvania statutory law, relative to such matters as notice, timing, public access to the meeting, utilization of executive sessions, etc. The order of business of all meetings of the Commission shall be as follows:

- (a) Roll Call
- (b) Approval of Minutes of Previous Meeting
- (c) Unfinished Business
- (d) Hearing of Cases (where relevant)
- (e) New Business
- (f) Communications and Reports

211. **Minutes.** The Secretary shall keep minutes of the Commission's proceedings showing the vote of each member upon each question and the records of examinations and other official actions. A member's absence at a meeting must be recorded. Minutes must be subject to a vote of approval/disapproval or modification to make them accurate at a public meeting. Proposed minutes are not officially minutes of the Commission until formally approved.

212. **Annual Report.** The Commission shall make an annual report to the City Council containing a brief summary of its work during the year, which shall be available for public inspection.

213. **Budget Request.** At least one month before the budget submission date (November 1) the Commission shall consult with the Mayor, Police Chief, Fire Chief and City Administrator in order to estimate the number of examinations and eligibility lists that will have to be developed in the coming fiscal year. Based upon such consultation, the Commission will create a budget request for the upcoming fiscal year. Such request shall itemize the needs of the Commission which shall justify each requested expenditure. In the event that, during a fiscal year, an examination is authorized that has not been anticipated, or the Commission has other unanticipated costs, the Commission shall prepare a separate funding request setting forth and itemizing the monies that will be necessary to successfully administer the examination requested or to deal with the unexpected eventuality.

ARTICLE III: APPLICATIONS

301. **Application Forms and Fee.** The CSC shall create an application form. This form shall be vetted by a person or persons knowledgeable about the creation of employment application forms which are consistent with the requirements of the law. Application forms shall not be constantly available to potential Applicants. Rather, application forms shall be made available, as determined by the CSC, for a period not less than thirty days prior to a physical performance/physical agility examination, nor more than sixty days prior to that physical performance/physical agility examination. For additional information on the use of application forms, and the procedures applicable to that use see the definition of the phrase "Application Form" in Article I. A completed application form, to be accepted by the Secretary of the Commission, must be accompanied by a processing fee of Fifty Dollars (\$50.00). Provided with each application form obtained by a potential Applicant shall be a job description detailing the essential functions, and the other functions of the relevant job and the minimum

qualifications to be qualified for the job. Each such application form shall also be covered by a letter describing any additional minimal qualifications for the job that are particular to the instant round of testing (for example, minimum years of experience), stating the due date for the completed application form to be filed with the Secretary of the Commission, identifying where the application must be filed and the means which may be utilized to file it and the need for the application to be accompanied by payment of the \$50.00 processing fee.

Applications delivered to the Office of the City Administrator will be received at any time during the designated application period during normal business hours. Any application that is incomplete, not properly executed, or which is not filed on or before the last day fixed in the notice for applications to be received, shall not be accepted. The official application form, and the contents of that form, are incorporated by reference into these Rules and Regulations and shall be as much a part of these Rules as if they were fully described herein. Any application which, on its face, reveals that the Applicant does not meet the minimum requirements of the position shall be rejected. Applications filed shall be dated and numbered to reflect the order in which the applications were received. Application forms shall not be returned to the Applicants.

302. Public Notice of Acceptance of Applications. By publication in a newspaper of general circulation providing service to the City of Pittston, the CSC shall announce that it is accepting applications for a particular position within the Bureau of Police or Bureau of Fire. This notice shall indicate how application forms may be obtained, when completed application forms are due to be filed, the necessity of the \$50.00 processing fee, the age requirement for Applicants, and the title of the job for which applications are accepted. The Commission may use additional means to publish notice that applications are being accepted including, but not limited to, Internet (website) notice.

303. Physical Availability of Application Forms. Application forms shall, pursuant to a CSC notice that it intends to create a new eligibility list, be made available without charge to potential Applicants, during the time frame designated by the CSC, in the Office of the City Administrator of the City of Pittston, from such other offices and officers that the CSC from time to time may choose to designate, and online if the CSC chooses to utilize that approach.

304. **Age Requirements. Age Requirements.** Firefighter applicants must be at least twenty-one (21) years of age and Police Officer applicants must be at least eighteen (18) years of age prior to the date of the application is submitted. Persons below this minimum age on the designated date will not be eligible for employment as a Police Officer or Firefighter.

305. **General Qualifications.** Each Applicant shall possess a high school diploma or G.E.D. from an accredited institution. Applicants for the Position of Police Officer must be enrolled in or have successfully completed Act 120 training. Successful completion of the ACT 120 program and the ability to be certified by the M.P.O.E.T.C. are required before being eligible to be hired. Firefighters must be EMT and Firefighter I certified. Every Applicant must be able to perform all of the essential functions of the job being applied for, with or without reasonable accommodations. Each Applicant shall be of good moral character and must have a valid motor vehicle operator's license and be able to maintain a valid license to operate a motor vehicle in the Commonwealth of Pennsylvania. As required by M.P.O.E.T.C. requirements for Police Officers, Applicants must be United States citizens. Successful Applicants for the Bureau of Police must maintain a residence not more than ten (10) miles from the City's boundaries by the date they begin work.

306. **Disqualification of Applicants.** The CSC shall refuse to examine an Applicant or, after examination shall refuse to place on the eligibility list, any person:

- (1) who has been found guilty of, plead guilty to or entered a plea equivalent of nolo contendere to a disqualifying criminal offense, as defined by M.P.O.E.T.C. regulations to be a crime for which more than 1 year in prison can be imposed as punishment; or
- (2) who, either by commission or omission, practiced deception or fraud relevant to his/her application for employment; or
- (3) whose application demonstrates that he/she is not qualified for the position sought; or
- (4) who has fallen short in completing his application form or providing information required to be provided per that application form; or
- (5) who is currently addicted to the use of illegal drugs/narcotics; or
- (6) who does not have a valid driver's license.

307. **Penalty for False Statements.** The statements made by the Applicant in the application form shall contain no falsifications, omissions, or concealment of any material fact. Any person who is found to have engaged in such activity shall be disqualified from further consideration for employment and shall not be permitted to make future application for any Civil Service position in the City of Pittston. Where such misconduct comes to light after the individual is hired by the City, he or she shall be dismissed from employment.

ARTICLE IV: TIMING AND ANNOUNCEMENT OF EXAMINATION

401. **Creation and Duration of Eligibility List and Removal from List.** The process of creating a new eligibility list to be used in filling vacancies for a particular position in the Bureau of Police and Bureau of Fire shall begin: upon the existing list having been in existence two years unless extended by the CSC for one additional year; when the existing list contains the names of five or fewer persons willing to accept employment in the applicable Bureau if such employment is offered; or when, in the view of the Commission, the remaining names on the existing list are inadequate to the number of anticipated vacancies in the applicable Bureau, given the time it takes to create a new list of eligibles. At least once a year the Commission shall review the eligibility list for the purpose of deleting therefrom persons who are permanently unavailable for or disqualified for the position or positions involved, either by death, permanent removal from the area, written desire to be removed therefrom, or by other permanent cause, in conformity with these Rules and Regulations. If the name of an Applicant has been submitted to the City Administrator and has been rejected three times or the individual has been determined by the medical examination process to be unqualified, then that individual shall be removed from the eligibility list. Individuals so removed shall not be precluded from reapplying at a later date.

402. **Addresses for Notices.** Notices or correspondence directed by the CSC to an address set forth in an application, or to an address supplied in writing by the Applicant to the Secretary if such Applicant has moved since filing his/her application, shall be deemed to have provided sufficient notice/communication to the Applicant. The Commission may disqualify any Applicant who fails to notify the Commission of a change of address listed on the application.

ARTICLE V: CONDUCT OF EXAMINATIONS

501. Physical Performance/Physical Agility Examination. The examination shall measure the physical skills and abilities that meaningfully relate to the actual work a successful job Applicant can be expected to perform. This expectation includes both routine and repetitive work, and work the performance of which is essential but which occurs sporadically. The CSC may contract with another agency or entity to oversee or actually conduct the physical performance/physical agility exam. Applicants who fail to appear for the physical performance/physical agility exam shall be disqualified. Applicants appearing for the physical performance/physical agility examination shall be required to identify themselves in a manner which assures that the person taking the examination is the Applicant. Each Applicant shall present his or her notice to the examiner before he or she shall be examined. In addition, Applicants shall be required to show that they hold a valid Pennsylvania drivers' license. Applicants who fail to meet these requirements shall be disqualified/removed from the examination process and shall not be permitted to take the physical performance/physical agility examination. To pass the physical performance/physical agility examination every aspect or exercise which is part of the testing must be successfully performed. Any Applicant who is unable to complete, to the degree required, a portion of the physical performance/physical agility examination, with or without reasonable accommodations, shall be disqualified.

The CSC in its discretion may administer the Written Examination prior to the Physical Performance/Physical Agility Examination. The Written Examination and/or the Physical Performance/Physical Agility Examination may be administered prior to the CSC and/or Applicants receiving their grade for the either examination.

502. Notice of Physical Performance/Physical Agility Examination. Except for persons who have been disqualified during the process of reviewing applications, each Applicant shall be notified of the time, place, and date of the physical performance/physical agility examination. Each such Applicant shall be informed as to the general nature of this examination and of the fact that it is a pass/fail examination. Notice to appear for the physical performance/physical agility examination shall be mailed or otherwise delivered at least fourteen days prior to the date established for the examination. The notice will specify a deadline by which Applicants with disabilities should request an interactive discussion regarding potential reasonable accommodations.

503. Requests for Reasonable Accommodations by Disabled Applicants. The Commission will give consideration to the reasonableness of accommodations requested by

Applicants with a disability and will permit reasonable accommodations to be utilized in conjunction with any aspect of the testing procedure including but not limited to physical performance/physical agility examinations. Applicants with a disability who believe that they can pass the physical performance/physical agility examination with a reasonable accommodation should immediately contact the Secretary to request an interactive discussion regarding potential accommodations. A request for accommodations should be made by the deadline set by the Commission and an unreasonable delay in requesting a discussion regarding accommodations may be itself a disqualifying event. On the date of the examination an Applicant who has reason to believe that he/she would be able to perform some aspect of the physical performance/physical agility examination if provided with a reasonable accommodation and who has not done so previously should make that belief known to the person or persons responsible for proctoring/monitoring the testing procedures. An announcement to this effect will be made at the start of each physical performance/physical agility examination. When apprised of such a belief the proctor/monitor, or other individual(s) designated by the Commission, will, if practical, immediately engage the relevant Applicant in an interactive discussion. If the requested accommodation is reasonable and can be utilized without serious disturbance to the testing regime (taking into account the opportunity the Applicant had to address the issue to the Secretary at an earlier point in time) it will be utilized.

504. Notification of Results of Physical Performance/Physical Agility Examination. Applicants shall be notified in writing as to whether they passed or failed the physical performance/physical agility examination. The basis for any failure shall be specified. Notice regarding subsequent phases of the examination process shall be mailed or otherwise delivered to all passing, eligible Applicants who have not been disqualified at least fourteen days prior to the date established for the examination.

505. Written examination.

All Applicants who are eligible to take the Written Examination will receive written notice of the date, time and place for the written examination. Any qualified agency, entity or individual may be appointed to act as creator, proctor, scorer or administrator of the written examination. The Commission shall prepare a statement of instructions and rules for the conduct of written examinations. The appointed examiner shall administer each examination in

accordance with the instructions of the Commission, and will be responsible for enforcing the rules of conduct for written examinations.

A 100% score on the written test will be worth 50 points. The minimum passing score on the written examination shall be seventy percent (70%) or thirty-five points. An Applicant who fails to score 35 points or higher will be disqualified.

An Applicant with a disability who believes that he/she should be provided with a reasonable accommodation relative to the taking of the written test should notify the Commission of that fact immediately upon receipt of the notice of examination. That notice will contain directions on how to seek a reasonable accommodation for Applicants who believe that they need one. An Applicant who provides notice of the need for a reasonable accommodation will be engaged in an interactive discussion regarding the possibility of a reasonable accommodation being provided.

Applicants shall be notified in writing as to whether they passed or failed the written examination and their score.

506. Oral examination. Except as provided in Section 507, Applicants who have passed the physical performance/physical agility examination and the written examination and have not been disqualified will receive written notice of the date, time and place for the oral examination. The CSC will establish the parameters for the oral examination, but will not participate in that examination or in the giving of scores as part of that aspect of the testing process. Oral examinations will be conducted by 3 individuals who are not members of the Commission who are selected by the Commission and are knowledgeable regarding matters/duties relating to the job for which the examination is being conducted. One of them will be the Bureau of Police Chief or Fire Chief. The other two individuals shall be independent and selected by the Commission

The oral examination shall be worth fifty points.

Each round of the oral examination shall require each Applicant to respond to the same set of questions or hypothetical situations. These shall be developed, in advance of the round of

oral examination by those posing the questions or hypothetical situations. Care shall be taken so that no Applicant, waiting for his/her turn, shall learn of the contents of the examination. Each tester shall, without consulting with any of the other testers, evaluate each candidate. Each interviewed candidate shall be asked to respond to five questions and/or scenarios. As to each question/scenario the Applicant's responses shall be graded on a 0-10 scale. Applicants shall be graded on the basis of demonstrated technical proficiencies, knowledge, skills, and abilities, on the ability to communicate accurately and effectively, and on the Applicant's ability to function well as a member of a quasi-military team devoted to public safety service.

Each candidate's scores on each of the five questions/scenarios from each of the testers shall be added together and then divided by the number of testers. These averaged scores for each question will then be added together with the total being the Applicant's score on the oral examination.

An Applicant with a disability who believes that he/she should be provided with a reasonable accommodation relative to the taking of the oral examination test should notify the Commission of that fact immediately upon receipt of the notice of examination. That notice will contain directions on how to seek a reasonable accommodation for Applicants who believe that they need one. An Applicant who provides notice of the need for a reasonable accommodation will be engaged in an interactive discussion regarding the possibility of a reasonable accommodation being provided.

Applicants shall be notified in writing as to their score on the oral examination.

508. Veterans Preference. A Veteran who passes both the written and the oral examination shall receive, in addition to his combined score on the written examination and his score on the oral examination, ten additional points.

509. City Employee Preference. An Applicant who fits into any one of the below listed categories, and who passes both the written examination and oral examination, will be provided a maximum of ten additional points in addition to his/her combined score on the written and oral exams. An applicant can receive a maximum of ten City Employee Preference points.

- a) Employed by the City of Pittston in a part-time capacity as a Police Officer or Firefighter in the last five years; or
- b) Volunteer Firefighter in Eagle Hose Company #1 in last 2 years; or
- c) Volunteer Firefighter in the Niagara Engine Company # 2 in the last 2 years, or
- d) Volunteer or paid employee of the Greater Pittston Regional Ambulance Association in the last 2 years.

510. **Ranking of Eligibility List.** Taking into account all applicable preference points from paragraphs 508 and 509, the Applicants who have passed all three examinations shall be listed, in rank order, highest combined score to lowest combined score to form the eligibility list. Each Applicant shall be given written notice of his written examination score, his oral examination score and his total score including all applicable Preference points.

511. **Posting of Eligibility Lists and Appointments.** The Commission shall post, in a public place at its office, the eligibility lists, including each passing individual's name, total combined score and whether he/she is a Veteran, and shall also post appointments made from the lists.

512. **Breaking of Ties on Eligibility List.** If two Applicants on the final eligibility list have identical scores the first tie breaker shall be a comparison of scores on the oral examination. The second tie breaker shall be a comparison of scores on the written examination. If after these tie-breaking mechanisms have been applied the candidates are still in a tie, then, in the case of two individuals, the tie breaker shall be the flip of a coin, and in the event of more than two tied individuals the tie-breaking mechanism shall be a blind drawing of place numbers.

513. **Separate Appointments.** When there are a number of positions of the same kind to be filled at the same time, each appointment shall be made separately.

514. **Penalty for Improper Conduct in Examination Process.** Should it be determined that an Applicant has acted so as to defeat the proper conduct or result of any portion of the hiring process, including but not limited to the written and oral examinations, he/she shall be removed from consideration for employment or, if on the eligible list, his/her name shall be removed from that list.

ARTICLE VI: OFFERS OF EMPLOYMENT

601. **Certification of Top Three Names.** When notified by the City Administrator that the City desires to fill a uniformed position in the Bureau of Police or Fire the Commission will, from the appropriate eligibility list, certify the top three remaining names on the eligibility list for each vacancy. Names may be removed from this list because the individual has been hired, has been offered employment and has rejected the offer or otherwise demonstrated himself/herself to be unavailable, has requested, in writing, that his/her name be removed from the list, has been rejected by the City Administrator three times, or because the individual has been disqualified from potential employment pursuant to the process required by these Rules and Regulations.

602. **Background Investigation.** Before an Applicant's name is nominated to the City Administrator from the eligibility list, that Applicant may be subject to a background investigation. The Commission, in consultation with the applicable Chief, will determine how many Applicants, on the eligibility list, will at any time be subject to this aspect of the employment process. The Commission will use its best judgment in determining this number balancing the anticipated needs of the Bureau against the expense and inefficiency of subjecting too many persons on the list of eligibles to an excessively early background investigation. At any time after the initial Applicant pool has been evaluated through the physical performance/physical agility test aspect of the employment process Applicants can be subjected to a background investigation. This could be ordered by the Commission at the conclusion of: (1) the physical performance/physical agility test; (2) the conclusion of the written exam; (3) the conclusion of the oral exam; (4) the application of Preference points; or (5) after the Council has requested a panel of three from which to select an Applicant to fill a vacancy. In either of the latter two situations such an investigation may also be instituted by the Chief of Police. The background investigation shall be comprehensive and shall be conducted by experienced investigators assigned by the Pittston Chief of Police, or by other experienced investigators as determined by the Commission. The investigator will use information obtained in the candidate's personal history statement (application) to investigate all appropriate areas of the candidate's background and character, including those areas required by the M.P.O.E.T.C., and may use other information relevant to a proper investigation of a candidate's background and character. At the discretion of the Commission, or where appropriate the City Administrator, offers of employment may be withheld pending the outcome of the background investigation. The purpose in providing to the Commission, or where appropriate the City Administrator, substantial flexibility in regards to the timing of background investigations is to avoid the

necessity for performing a second background investigation where the initial one has become stale, and to otherwise avoid unnecessary expense relative to background investigations. Based upon information obtained in this background investigation an Applicant could be disqualified and removed from the eligibility list. Should this occur the Applicant will be provided with the reasons for his/her disqualification and will have the right to challenge that determination in a due process proceeding before the CSC. The CSC will establish the parameters for a disqualification as a result of investigation, but will not participate in the investigation itself.

603. Hiring by City Administrator. The Director (Chief of Police or Fire Chief) shall nominate to the City Administrator a person from the three names on the certified eligibility list submitted by the Commission to fill the vacancy. If the City Administrator approves the nomination, the person nominated shall be conditionally hired by City Administrator to fill the vacancy, and shall be assigned for service in the Bureau, subject to any physical or psychological medical examinations required as a condition of permanent appointment. Where three unchallenged names are certified, the Director may nominate any one of the three except where Veterans Preference dictates who will be selected. Where more than one Veteran's name appears among the three certified, Council may appoint any of the Veterans. If the City Administrator does not approve a nomination, or if the appointee is determined by the medical examination process to be unqualified, then the Director shall submit another nomination for the position from the remaining names, if any, and if that nomination is not approved by the City Administrator, or if that appointee is determined by the medical examination process to be unqualified, the Director shall submit the third name, if any. The person whose nomination by the Director is approved by the City Administrator shall be appointed to fill the vacancy. Names of rejected persons shall be immediately restored to the eligibility list, although if any Applicant has been submitted to the City Administrator and been rejected three times or the individual has been determined by the medical examination process to be unqualified, then that individual shall be removed from the eligibility list, without prejudice to that individual's ability to reapply at a later date.

604. Post-Offer Medical Exams. Each initial offer of employment shall be a conditional offer of employment subject to a medical exam. Post-offer medical exams shall consist of both a physical medical examination performed by a licensed Physician or Qualified Medical Professional and a psychological medical examination performed by a licensed psychologist or psychiatrist.

605. Process for Medical Exams. The Physician, Qualified Medical Professional, psychiatrist or psychologist shall be appointed by the City Administrator and shall render an

opinion as to whether the conditional appointee has a physical or mental condition which calls into question the individual's ability to perform all of the essential functions of the position for which the individual was conditionally appointed, with or without reasonable accommodations. The Physician or Qualified Medical Professional who is assigned to perform a post-offer physical medical examination and the psychiatrist or psychologist assigned to perform a post-offer psychological medical examination of a conditional appointee shall be provided with a job description of the position for which the individual has been conditionally hired identifying the essential functions of the position. In addition, the examining Physician, Qualified Medical Professional, psychologist or psychiatrist shall be provided with a cover letter, supplementing the job description, which further explains the nature of the essential work to be performed and why the designated work has been deemed to be "essential." This process shall apply to both post-offer physical and psychological medical analysis. Testing for use of illegal drugs will be part of the post-offer medical examinations. Pre-offer drug testing can also be utilized at any time during the employment procedure which precedes the making of a tentative offer. A pre-offer finding of active/existing illegal drug use will disqualify the Applicant. This is also true of a post-offer finding of active illegal drug use. The examining Physician, Qualified Medical Professional, psychologist or psychiatrist will be required to certify that the person examined is, to a reasonable degree of medical or psychological certainty (whichever is appropriate) able (or not able), with or without a reasonable accommodation, to perform all of the essential functions of the job as that job has been described to the medical practitioner and is or is not free of indications of illegal drug use. The Commission and/or the Police Chief (as appropriate) may provide to such examiners information which has been validated detailing specific conditions/diseases which have been determined to be disqualifying as to persons appointed to the job at issue.

606. Disqualification Based on Medical Exams. In the event that a post-offer medical examination should yield information calling into question the conditional appointee's ability to perform all essential functions of the job, the Director shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodations, perform all the essential functions of the position. If at the conclusion of that interactive process, the Director determines that the conditional appointee is not qualified, even with reasonable accommodations, the Director shall give written notice to the conditional appointee and the Commission that the conditional appointee is disqualified on the basis of the post-offer medical examination and the conditional employment offer is being formally withdrawn. The conditional appointee shall be informed of the specific reasons for the disqualification. The disqualified individual will be given the opportunity to challenge the disqualification pursuant to the due process provisions contained in these Rules and Regulations.

ARTICLE VII: DUE PROCESS

701. **Notice of Disqualification.** When, at any stage in the hiring or promotion process, an Applicant for employment with the City of Pittston has been disqualified, that individual shall receive notice, in writing, of the disqualification and of the reasons therefore. The deadline for filing an appeal will be stated in the notice letter. In addition, the notice letter shall inform the disqualified Applicant of the name of the Commission Secretary and of his/her business address, further informing the disqualified Applicant that it is to that person and that address that the intent to appeal must be mailed. This notice shall be sent to the most recent address supplied by the Applicant via First Class mail. It will be assumed that the letter reached its destination four (4) days after the letter was postmarked. This is the responsibility of the Secretary. Each Commission file copy of said letters will note, in handwriting, the date it was actually mailed.

702. **Filing of Appeals.** A disqualified Applicant who wishes to challenge his disqualification must do so, in writing, not more than ten (10) days after the assumed date of receipt of the notice. The Commission Secretary will note, in handwriting, upon any such notice of appeal the date the notice of appeal was received in his/her office.

703. **Appeal Hearing Date.** After consulting with members of the Commission the Secretary will establish a date, time and place at which the Commission will hear the disqualified Applicant's appeal. Unless otherwise agreed to this hearing will commence not later than ten (10) work days after receipt of the written appeal. The Secretary will notify the Applicant, in writing, of the time, date, and place of the hearing and arrange for the appeal to be recorded by a qualified court stenographer. The Secretary will also supply the disqualified Applicant with a copy of these Rules and Regulations.

704. **Written Statement by Appealing Applicant.** At least three (3) days prior to the appeal hearing, the appealing Applicant must submit in writing a statement of:

- a. The reasons or basis for the appeal;

- b. Supporting evidence for the Applicant's position;
- c. The outcome that the disqualified Applicant is seeking through the appeal.

705. **Conduct of Appeal Hearings.** At the appeal proceeding the case against the disqualified Applicant may be presented by a lawyer and the disqualified Applicant may utilize a lawyer to present his case/arguments. The Commission may choose to be represented by a lawyer and, in that case, said lawyer must not be a member of the law firm of any lawyer prosecuting the matter and must have had no role in the decision to disqualify the Applicant. The burden of persuasion shall rest with those presenting the case for disqualification. The Commission shall resolve the dispute with a written adjudication issued within ten days after receipt from the opposing parties of briefs or proposed findings of fact, conclusions of law, and analysis or, if those have not been required, within ten days after receipt of the transcript of the hearing.

706. **Appeals Relating to Withdrawal of Conditional Offer Following Medical Examination.** The procedures, including the timelines, outlined in this Article shall also apply to any appeal by an individual whose conditional offer of employment has been withdrawn based upon the findings of a medical physical or psychological examination.

707. **Witnesses.** Witnesses before the Commission will be sworn and made subject to examination and cross-examination. The Commission shall have subpoena power which it may use and which is available to persons/advocates litigating before the Commission.

708. **Testing of Disqualified Applicant While Appeal Is Pending.** During the appellate process the disqualified Applicant can continue with the testing process until a final ruling from the Commission has been made pertaining to his/her appeal. However, this does not mean that the individual must receive an appointment to fill a vacancy during the time his/her appeal is pending.

709. **Suspension and Discharge.** Appeals regarding suspension and discharge are governed by 11 Pa.C.S.A. §14408.

710. **Election of Remedies.** A Police Officer or Firefighter who has access to a grievance arbitration procedure under a collective bargaining agreement, and who chooses to utilize that access, may not simultaneously litigate his claim in both the grievance process and before the Commission (or City Administrator in cases involving suspension or discharge) to the extent that the claims are essentially identical. The requirements of these Rules and Regulations relative to due process shall be read, if at all possible, so that they are not in conflict with the terms of any relevant collective bargaining agreement.

ARTICLE VIII: REDUCTIONS IN FORCE FOR REASONS OF ECONOMY OR OTHER REASONS; RECALLS

801. **Reductions in Force.** Reductions in force for purposes of economy shall be governed by 11 Pa.C.S.A. §14408

802. **Recalls.** Recalls shall be in the reverse order in which the reduction in force was implemented.

ARTICLE IX: MISCELLANEOUS

901 **Prohibited Inquiries and Discrimination.** No question in any form of application or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any Applicant, nor shall inquiry be made concerning such opinions and affiliations, and all disclosures thereof by any Applicant shall be discounted. No discrimination whatsoever shall be exercised, threatened or promised against or in favor of an Applicant or employee because of his political or religious opinions or affiliations. This prohibition also applies to Members of the Commission, the Commission Secretary, and any consultant/independent contractor employed by the Commission.

902 **Severability.** If any section or part of a section of these Rules and Regulations is held by a Court to be invalid or unconstitutional, the same shall not invalidate or impair the remainder of these Rules and Regulations unless it clearly appears that such other provisions

are wholly or necessarily dependent for its operation upon the provision held invalid or unconstitutional.

903 **Equal Opportunity.** It is the explicit policy of the Civil Service Commission of the City of Pittston that all hiring and promotional testing, and all matters of discipline which come before the Commission, shall be done in a matter as to assure equal opportunity to members of all racial groups, genders, age, nationalities, religions, or qualified individuals with disabilities.

904 **Temporary and Extra Police Officers.** Nothing herein contained shall prevent the appointment, without examination, of temporary police officers in cases of riot or other emergency pursuant to 11 Pa.C.S.A. § 14407 or extra police officers pursuant to 11 Pa.C.S.A. §12003.

ARTICLE X: ADOPTION

Adoption. The foregoing Rules and Regulations, which are in accordance with the powers granted by the Civil Service provisions of the Third-Class City Code and are hereby adopted by the Civil Service Commission of the City of Pittston. All Rules and Regulations of the Civil Service Commission of the City of Pittston, Pennsylvania previously adopted but inconsistent with these are hereby repealed.

ARTICLE XI: Effective Date and Codification. This Ordinance shall take effect immediately upon adoption. The City Administrator shall transmit a true and original copy to the City codification contractor for inclusion in the Pittston City Code.

Ordained and Enacted by the City Council of the City of Pittston at a Regular meeting held May 15, 2024.



City of Pittston Application for Employment

City Hall
35 Broad Street
Pittston, PA 18640
570.909.8556
www.pittstoncity.org



Please note: This is a pre-employment questionnaire. Completion of this application is only the first step of a multi-step hiring process. Positions are filled in accordance with city personnel policies under the conditions set forth in specific job announcements and subject to appropriation of the governing body. To be considered, applications must be completely filled out and signed, any additional information required in the announcement included, and be received in the Office of the City Administrator by the deadline stated in the announcement. **The City of Pittston is an equal opportunity employer** and does not discriminate on the basis of sex, age, race, sexual orientation, disability, religion, or marital status.

POSITION APPLYING FOR:

CHECK ONE:

Full-Time

Part-Time

Seasonal/ Temporary

DATE OF APPLICATION:

APPLICANT INFORMATION PLEASE PRINT ALL INFORMATION

FULL NAME:

SOCIAL SECURITY NUMBER: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PREVIOUS ADDRESS IF LESS THAN THREE (3) YEARS AT PRESENT ADDRESS:

TELEPHONE: (_____) _____ CELLPHONE: (_____) _____

EMAIL: _____

EDUCATION

HIGH SCHOOL

NAME AND ADDRESS: _____

DATES ATTENDED: FROM _____ TO _____

DID YOU GRADUATE: YES NO GED (DATE): _____

COLLEGE/UNIVERSITY

NAME AND ADDRESS: _____

DATES ATTENDED: FROM _____ TO _____

FIELD OF STUDY: _____

DID YOU GRADUATE: YES (Degree Type: _____) NO (Anticipated Year of Graduation: _____)

GRADUATE or PROFESSIONAL COLLEGE/UNIVERSITY

NAME AND ADDRESS: _____

DATES ATTENDED: FROM _____ TO _____

FIELD OF STUDY: _____

DID YOU GRADUATE: YES (Degree Type: _____) NO (Anticipated Year of Graduation: _____)

OTHER SCHOOL

NAME AND ADDRESS: _____

DATES ATTENDED: FROM _____ TO _____

FIELD OF STUDY: _____

DID YOU GRADUATE: YES (Degree Type: _____) NO (Anticipated Year of Graduation: _____)

OTHER EDUCATION/SKILLS/CERTIFICATIONS: _____

LANGUAGE PROFICIENCY

ENGLISH: SPEAK READ WRITE
SPANISH: SPEAK READ WRITE
OTHER: _____ SPEAK READ WRITE
OTHER: _____ SPEAK READ WRITE
SIGN LANGUAGE: YES

MILITARY SERVICE

(You will be asked to complete the Voluntary Self-Identification of Protected Veteran Status Form at the end of this application in addition to this section.)

NO YES

IF YES:
BRANCH: _____ DATES OF SERVICE: _____

CRIMINAL HISTORY

(A conviction will not necessarily disqualify you from employment.)

Have you been convicted of a local, state or federal offense? YES NO

If "YES" PLEASE EXPLAIN: _____

DRIVER'S LICENSE

(Please refer to the particular job announcement to determine whether the position requires a driver's license and if so, what type.)

DRIVER'S LICENSE TYPE: REGULAR CDL NONE

DRIVER'S LICENSE NUMBER: _____ STATE OF ISSUE: _____

EMPLOYMENT HISTORY

Dates of Employment	Employer Name Most Recent Supervisor/Manager Address Telephone	Position Title & Final Salary	Reason for Leaving

May We Contact Your Current Employer?

YES

NO

REFERENCES

Please list 3 references. At least 1 professional reference is recommended.

NAME & ADDRESS	TELEPHONE & EMAIL	RELATIONSHIP TO APPLICANT

OTHER INFORMATION

List Here Any Other Factors or Information You Wish Considered: _____

CERTIFICATION

By signing this application, I certify that the statements made in this application are true and complete to the best of my knowledge and understanding, and understand that, if employed, falsified statements on this application shall be grounds for termination.

I authorize the investigation of all statements contained herein and the references and employers listed within this application to provide any and all information concerning my references, current and previous employment and any pertinent information they may have, personal or otherwise, and release the municipality from any and all liability for any damage that may result from the utilization of such information.

I understand that in accordance with the requirements of particular positions as indicated in the job announcement, additional information, such as a criminal background check, drug-test, and or credit check may be required as part of the application and or employment offer.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disability Act (ADA) or other relevant state, federal and local laws.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Voluntary Self-Identification of “Protected” Veteran Status

Why Are You Being Asked to Complete This Form?

This employer is a government entity subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government entities to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA.

Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal entities, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, the Persian Gulf War, and other conflicts which are defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans, please indicate by checking the appropriate box below.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW

I AM NOT A PROTECTED VETERAN

I DO NOT WISH TO ANSWER

NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 04/30/2026

Name: _____

Date: _____

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only:

Job Title: _____ Date of Hire: _____
Other Notes:

ETHNICITY AND RACE IDENTIFICATION

(Please read the Privacy Act Statement and instructions before completing form.)

Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month and Year)

Agency Use Only

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U.S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Kyle Shumusic

Chief of Police

City of Pittston, Pennsylvania

Authorization to Obtain Information Waiver



I, _____, have made application for employment with the City of Pittston and understand that as part of a background check I authorize the City of Pittston and their agents to inquire about my background information to better ascertain my qualifications for employment. I understand that the information may be obtained from any person, document or any other source referenced to me about my character, employment history, credit history, criminal history and licensing.

I hereby release the City of Pittston and their agents from any liability, which might otherwise result from the release of said information. In consideration of this release the City of Pittston shall regard all information obtained as confidential and shall not be released to any other individual or agency without just cause.

I agree that the City of Pittston May use this information to qualify my employment and may admit this information into evidence in order to defense any administrative or court action, which is initiated on my behalf. I retain the right to challenge the accuracy of such information, but waive all objections as to the admissibility of the information.

Authorizing Signature

Date

Examination Process

Element	Passing Score	Weighting
Written Exam	70%	100%
Oral Exam	Points added to final passing written score	
Medical Exam and Drug Test	Pass/Fail	
Physical Agility Test	Pass/Fail	
Psychological Evaluation	Pass/Fail	
Background Investigation	Pass/Fail	

City of Pittston Civil Service Physical Agility Test

Test 1- Must Pass 3 of 5

1. Chin-Ups	5	50 seconds
2. Standing Vertical Jumps	10"	2 attempts
3. Sit-Ups	25	60 seconds
4. Push-Ups	25	1 minute
5. Standing Broad Jump	36"	2 attempts

Test 2- Must Pass 4 of 6

1. Push a Car	19'	Standard Size Auto
2. Obstacle Run	600 yards with 6 obstacles	4 minutes (4' each)
3. Lift/Drag Dummy from Auto	19'	Dummy weight 157 pounds
4. Horizontal Ladder	18'	40 seconds from dead hang
5. Sitting Shot Put	10.5'	9 lb. medicine ball
6. Walk/Run	1.5 miles	See below
Under Age 40, Male		15:30
Under Age 40, Female		18:28
Age 40 to 49, Male		16:30
Age 40 to 49, Female		20:24
Age 50 and over, Male		17:30
Age 50 and over, Female		21:17

Test 3- Firefighter Only (Must Pass Both)

1. 24' Extension Ladder	Carry, raise and climb
2. High Rise Pack Carry	Carry 100' 1-3/4" hose with gated wye valve up and down obstacle stairs

Standards for Additional Test Points for Police Department Test

1. Military Service (Veteran Preference)- 10 Points

To qualify for veterans' preference, you must meet the definition of a "soldier" as indicated in the Pennsylvania Military Code, 51 Pa .C.S. § 7101. Individuals in any of the following categories are considered veterans for purposes of veterans' preference:

- a. Individuals who have served in the armed forces of the United States, or in any women's organization officially connected therewith, during any war or armed conflict, including National Guard or Reserves serving on active duty for other than training, and were released from such active duty under honorable conditions; or
- b. Individuals who have served in the armed forces of the United States, including the National Guard and Reserves since July 27, 1953 or otherwise completed certain military commitments prior to July 27, 1953, and completed basic training, completed their initial military service obligation, and received a discharge under honorable conditions; or
- c. Individuals in the National Guard or Reserves who have completed basic training, completed their initial military service obligation, and continue to serve.

The same preferential rating given under these provisions shall be extended to include the spouses of deceased or disabled soldiers in accordance with Pennsylvania Military Code, 51 Pa. C.S. § 7108.

2. Previous Experience (City Employee Preference)- 10 Points

- a. Employed by the City of Pittston in a part-time capacity as a Police Officer or Firefighter in the last five years
- b. Volunteer Firefighter in Eagle Hose Company #1 in last 2 years
- c. Volunteer Firefighter in the Niagara Engine Company #2 in the last 2 years
- d. Volunteer or paid employee of the Greater Pittston Regional Ambulance Association in the last 2 years

Note: Additional test points will be added to your test score only if you pass both the written and oral examination. Documentation to prove your qualifications for additional points pursuant to the foregoing must be submitted with your completed Application in order for you to be considered for additional points. The Pittston City Civil Service Commission reserves the right to require additional proof and verification of your qualifications for additional points at any time.

Additional Information for Full Time Police Officer Application

There is a non-refundable application fee of \$50.00. Please make check payable to the “City of Pittston” and remit it with your completed Application.

Applicants must be Act 120 Certified and be able to be certified by the M.P.O.E.T.C.

Study guides are available for purchase at <https://www.ApplyToServe.com/Study/>.

On the day of the exam, please bring a statement from your physician stating that you are medically cleared to take the physical fitness test. If you fail to bring this statement, you may not take the physical fitness test.

Standards for Additional Test Points for Fire Department Test

1. Military Service (Veteran Preference)- 10 Points

To qualify for veterans' preference, you must meet the definition of a "soldier" as indicated in the Pennsylvania Military Code, 51 Pa .C.S. § 7101. Individuals in any of the following categories are considered veterans for purposes of veterans' preference:

- a. Individuals who have served in the armed forces of the United States, or in any women's organization officially connected therewith, during any war or armed conflict, including National Guard or Reserves serving on active duty for other than training, and were released from such active duty under honorable conditions; or
- b. Individuals who have served in the armed forces of the United States, including the National Guard and Reserves since July 27, 1953 or otherwise completed certain military commitments prior to July 27, 1953, and completed basic training, completed their initial military service obligation, and received a discharge under honorable conditions; or
- c. Individuals in the National Guard or Reserves who have completed basic training, completed their initial military service obligation, and continue to serve.

The same preferential rating given under these provisions shall be extended to include the spouses of deceased or disabled soldiers in accordance with Pennsylvania Military Code, 51 Pa. C.S. § 7108.

2. Previous Experience (City Employee Preference- 10 Points

- a. Employed by the City of Pittston in a part-time capacity as a Police Officer or Firefighter in the last five years
- b. Volunteer Firefighter in Eagle Hose Company #1 in last 2 years
- c. Volunteer Firefighter in a company chartered to serve The City of Pittston
- d. Volunteer or paid employee of the Greater Pittston Regional Ambulance Association in the last 2 years

Note: Additional test points will be added to your test score only if you pass both the written and oral examination. Documentation to prove your qualifications for additional points pursuant to the foregoing must be submitted with your completed Application in order for you to be considered for additional points. The Pittston City Civil Service Commission reserves the right to require additional proof and verification of your qualifications for additional points at any time.

Additional Information for Full Time Firefighter Application

There is a non-refundable application fee of \$50.00. Please make check payable to the “City of Pittston” and remit it with your completed Application.

Applicants must be EMT and Firefighter I certified.

Study guides are available for purchase at <https://www.publicsafetycompass.com>.

On the day of the exam, please bring a statement from your physician stating that you are medically cleared to take the physical fitness test. If you fail to bring this statement, you may not take the physical fitness test.

2024 Civil Service Commission Test Timeline

July 15, 2024: Posting to Website **(40 days out)**

July 16, 2024: Posting in Paper **(39 days out)**

August 9, 2024: Deadline for Applications **(16 days out)**

August 9, 2024: Send all applicants notice of physical performance/physical agility examinations **(16 days out)**

August 24, 2024: Testing Date

WRITTEN AND PHYSICAL EXAM

Pittston Area High School

August 25, 2024- September 8, 2024: Testing Scores relayed to applicants

September 9, 2024: Oral examinations for qualified candidates at Pittston City Hall (35 Broad Street- Pittston, PA 18640)

September 10, 2024: Civil Service Commission Meeting 5:00pm

No later than September 30, 2024: Public Posting of List