



Terry Wages
Executive Director

STATE FIRE ACADEMY

Division of Mississippi Department of Insurance
1 Fire Academy U.S.A.
Jackson, Mississippi 39208-9600
Phone: (601) 932-2444



Mike Chaney
Insurance Commissioner

MEMORANDUM

DATE: May 25, 2021
TO: Applicant
FROM: Cindy Stevenson – Human Resources Director
SUBJECT: Instructor Assessment Packet

A blue handwritten signature, likely of Cindy Stevenson, written over the "FROM" line of the memorandum.

Thank you for expressing an interest in employment with the Mississippi State Fire Academy. We are now accepting applications for an Instructor Assessment that will be scheduled in July. The Academy will be conducting this assessment to develop a ready list of candidates in case a position becomes available. The annual starting salary for the position of Fire Academy Instructor is **\$48,583.78**.

Employees in the Fire Academy-Instructor classification are considered for reclassification to the Fire Academy-Instructor, Sr. classification upon the successful completion of three years of service as a Fire Academy-Instructor, contingent upon performance, the State Personnel Board approval, the Executive Director's recommendation, and **funding from the Legislature**. Instructors will work a 40-hour week. Some work hours may include nights and weekends. Supervisory personnel will set the schedule for each Instructor position accordingly.

Along with the salary, we offer many competitive benefits ranging from health insurance to a defined benefit retirement plan.

We are providing you with the following information with this packet:

- Job Description -outlines duties and minimum qualifications. (Rev 07/07)
- Selection Procedure Outline
- Agility Test Requirements
- Physicians Statement
- Academy Benefits Summary
- State of Mississippi Experience & Training Record or fill out an on-line application at:
https://www.governmentjobs.com/js_login.cfm?&TopHeader=mississippi&

Your completed application with required attachments should be returned by **Wednesday, June 30th** to the following address:

State Fire Academy
Attn: Cindy Stevenson, Human Resources Office Director
#1 Fire Academy U.S.A.
Jackson, MS 39208-9600

If you should need any further information, please contact me at 601-932-2444 or email: cstevenson@msfa.ms.gov .

MISSISSIPPI FIRE ACADEMY
Fax: (601) 932-2819
E-Mail: fireacademy@msfa.ms.gov
www.msfa.ms.gov



FIRE ACADEMY- INSTRUCTOR

Class Code:
1341

Bargaining Unit: N/A

STATE OF MISSISSIPPI
Established Date: Jul 1, 2007
Revision Date: Jul 1, 2007

SALARY RANGE

\$48,583.77 - \$85,021.60 Annually

CHARACTERISTICS OF WORK:

This is entry-level work in preparing and delivering instructional programs on basic or specialized firefighting techniques to volunteer, professional, industrial, law enforcement, and emergency personnel. Employees demonstrate utilization of advanced fire ground equipment and procedures, develop instructional programs using tools such as projectors and visual aids, and prepare written examinations for distribution to students to evaluate program effectiveness. Functional supervision is received from a Fire Academy-Instructor, Supervisor or Fire Academy-Instructor, Chief as applicable.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares training programs for recruits and in-service personnel to ensure proper utilization of firefighting methods and techniques.

Demonstrates firefighting apparatus and equipment such as rescue tools, portable pumps, and Self Contained Breathing Apparatus gear to illustrate fireground application.

Prepares written, oral, and physical examinations for completion by recruits and in-service personnel to evaluate acquired job skills and knowledge; informs students of areas for improvement following simulated fire incident.

Attends seminars, conferences, and lectures on current procedures, techniques, and technological advances in firefighting operations and equipment.

Confers with local fire department officials or training officers concerning development and implementation of training programs designed to improve fireground response and efficient use of equipment.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:**Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Seven (7) years of experience as a full-time fire fighter with instructional experience in various aspects of fire service training with state certification as a Fire Instructor I (NFPA 1041-I).

NOTE: In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Six (6) years experience as a full-time fire fighter with instructional experience in various aspects of fire service training with state certification as a Fire Instructor (NFPA 1041-I) and Smoke Diver or Fire Officer I and II (NFPA 1021 I and II).

NOTE: In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Five (5) years experience as a full time fire fighter with instructional experience in various

aspects of fire service training with state certification as a Fire Instructor (NFPA-1041-I) and Smoke Diver and Fire Officer I and II (NFPA-1021-I and II).

NOTE: In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Fourteen (14) years active volunteer fire service with state certification to Level I Instructor (NFPA 1041-I).

NOTE: In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041 -I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Twelve (12) years active volunteer fire service with state certification to Level I Instructor, (NFPA 1041-I) and Smoke Diver or Fire Officer I and II (NFPA 1021-I and II).

NOTE: In all cases the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Ten (10) years active volunteer fire service with state certification to Level I (NFPA 1041-I) and Smoke Diver and Fire Officer I and II (NFPA 1021 I and II).

NOTE: In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification with 12 months of employment.

Documentation Required:

Applicant must attach a copy of certification as a Fire Instructor I (NFPA 1041 I and II) and/or

Smoke Diver and/or Fire Officer I and II (NFPA 1021 I and II) where applicable.

Note:

Duties require extensive travel.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares firefighting training programs which include developing and revising lesson plans and testing materials.
2. Delivers classroom instruction and demonstrates fire service techniques.
3. Attends seminars and participates in and assists students in physical training, enforcing established standards.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Very Heavy Work: May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force over that required to lift 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; walk; stand; climb or balance; and stoop, kneel, crouch, or bend.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop

and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to new recruits, in-service personnel, the public, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Confers with local fire department officials or training officers concerning development and implementation of training programs designed to improve fire ground response and efficient use of equipment.

Instruction: Prepares and delivers firefighting training programs.

Prepares training programs for recruits and in-service personnel to ensure proper utilization of firefighting methods and techniques. Prepares examinations for distribution to students to evaluate program effectiveness. Demonstrates the utilization of advanced fire ground equipment and procedures. Uses instructional tools such as projectors and visual aids.

Fire Prevention/Suppression Knowledge: Maintains current knowledge of basic and specialized firefighting techniques.

Maintains ability to operate firefighting apparatus and equipment such as rescue tools, portable pumps, and Self Contained Breathing Apparatus. Maintains knowledge of standards, regulations, and procedures pertaining to firefighting. Attends seminars, conferences, and lectures on current procedures, techniques, and technological advances in firefighting operations and equipment. Monitors and maintains assigned fire ground equipment and apparatus.

MSPB/AGENCY USE ONLY - NOTES/COMMENTS:

SELECTION PROCEDURES FOR THE POSITION OF FIRE ACADEMY INSTRUCTOR

In order to qualify for the position of Fire Academy Instructor, applicants must meet the requirements below:

- **The applicant must complete and submit an application (attached).** Please review the attached job description for Fire Academy – Instructor for the minimum qualifications for the classification.
- Due to the physical demands of the Instructor position, an agility test (attached) is required of all applicants. **The Fire Academy requires a physician's statement (dated no more than six months old) that the applicant is in good physical condition before taking the agility test.**
- The applicant must have a valid driver's license.
- After the above requirements have been met, candidates will be required to travel to the Fire Academy for the assessment center selection process. The assessment center process takes two (2) days to complete. This process will include:
 - A written assessment.
 - A job related agility test on day one. This is to ensure that instructors will be able to perform the demanding physical tasks that are an essential part of the training that instructors must deliver to trainees. Candidates should properly hydrate themselves prior to reporting for the assessment center process.
 - An instructor skills assessment that includes the development of a lesson plan from selected material, the delivery of a lecture presentation, which must be created using PowerPoint, to a group of assessors, and dealing with material that an instructor might find in his/her in basket. Candidates should be appropriately groomed and dressed for this exercise.
 - Also on day two there will be an interview with the Assessment Team.

At the time of appointment, the applicant must be a citizen of the United States and must reside in the State of Mississippi.

Application submittal should include:

- 1) Signed Job Application
- 2) Copy(ies) of Certification to Level I or II Instructor and/or Smoke Diver or Fire Officer I and II. (NFPA 1041 1 & 2) (NFPA 1021 1 & 2) if applicable.
- 3) Signed Physician's Statement **(May be submitted with application. Must be received prior to assessment center participation, dated no more than six (6) mos. old)**

The State Fire Academy is an Equal Opportunity Employer

AGILITY TEST REQUIREMENTS

All applicants for the position of Fire Academy-Instructor shall be required to perform the following agility test as part of the assessment center/interview process.

1. The instructor candidate **SHALL RUN, WALK OR JOG 1 1/2 MILES.** (This is a timed event)
2. The instructor candidate **SHALL MOVE A CHARGED 1 3/4 HOSE** with a fog nozzle from a starting point to an end point for a distance of 75 feet and then open the nozzle flowing 125 gpm and adjust the nozzle from a full fog pattern to a straight stream and back to a full fog pattern and then shut it off. (This is a timed event)
3. The instructor candidate **SHALL DRAG A 165 POUND DUMMY 50 FEET** while wearing the appropriate Personal Protective Equipment. (This is a timed event)
4. The instructor candidate, while wearing complete Personal Protective Equipment, **SHALL RAPPEL** from the 4th floor of the drill tower to the ground.
5. The instructor candidate, while wearing Personal Protective Equipment, **SHALL RUN A SEARCH PATTERN COVERING AREAS OF THE FIRE RESEARCH BUILDING.**
6. The instructor candidate, while wearing Personal Protective Equipment, **SHALL PERFORM A BENCH-STEP-TEST** keeping step with a metronome for three (3) minutes breathing air.
7. The instructor candidate **SHALL PERFORM A SIT-AND-REACH TEST** to show flexibility as described below:
 1. Legs extended--knees pressed against floor.
 2. Feet are placed against bench four inches apart.
 3. Reach as far forward as possible without bending knees. Hold for three seconds.
 4. Yardstick placed so 14-inch mark is even with soles of feet.

NOTICE TO PHYSICIAN

Physician, please read the list of tasks the applicant will be required to perform and complete the bottom portion.

Applicants for Fire Academy-Instructor will be required to perform the following tasks during the assessment center/interview process.

1. The applicant shall run, walk or jog 1 1/4 miles.
2. The applicant shall move a charged 1 3/4 hose, open nozzle flowing 125 gpm and adjust nozzle.
3. The applicant shall drag a 165 pound dummy 50 feet while wearing *personal protective equipment.
4. The applicant (while wearing *personal protective equipment) shall climb the extended length of the ladder truck to the platform and shall exit onto the roof of the drill tower (approximately 62 feet), then go down the exterior stairs.
5. The applicant shall rappel from the 4th floor of the drill tower to the ground.
6. The applicant (while wearing *personal protective equipment) shall run a search pattern covering areas of the fire research building.
7. The applicant (while wearing *personal protective equipment) shall perform a bench step test keeping step with a metronome for three (3) minutes breathing air.
8. The applicant shall perform a sit-and-reach test to show flexibility as described below.
 Legs extended-knees pressed against floor.
 Feet placed against bench four inches apart.
 Reach as far forward as possible without bending knees. Hold for three seconds.
 Yardstick placed so 14-inch mark is even with soles of feet.

*** Equipment weighs approximately 30 pounds**

PHYSICIAN'S STATEMENT

I have conducted a medical examination on _____
(Aplicants Typed or Printed Name)

on _____ and have made no medical findings that contraindicate
(Date of Examination)

his/her participation in the physical agility testing as outlined above or from physically demanding employment.

Physician's Signature _____
Date Signed

Typed Name of Doctor: _____

Business Name: _____

Address : _____

City, State Zip: _____

Phone: (_____) _____ Fax: (_____) _____

YOUR BENEFITS

Offered by the State of Mississippi State Fire Academy

Medical Insurance (revisions eff. 01/01/21)

The Academy participates in the State of Mississippi Employees Self Insured Plan and has a single network for all participants, the AHS State Network.

The Select Plan has a \$1,300.00 deductible with an 80/20% cost sharing when you use a provider participating in the AHS State Network. Participants with Select Coverage pay only a \$25 copay for in-network primary care physician (PCP) office visits. Charges for services provided in the physician's office such as lab work and x-rays are applied a 20% coinsurance, not subject to the deductible. If you use a provider not participating in the State Network, benefits will be paid at 60% of the allowable charges, after a \$2,300.00 deductible is met. A Base Plan with a \$1,800 employee deductible or a \$3,000 family deductible is also available.

The Plan will pay 100% of approved wellness visits for participants and their covered dependents. **You must use a provider participating in the State Network to receive this benefit.**

Health Insurance Coverage (Eff. 01/01/21)

Employee portion of coverage is \$41.00. Dependent coverage ranges from \$211 and up depending on the number of dependents, type of coverage amount, and initial state employment hiring date.

Prescription Drug Coverage

A co-payment prescription drug program is part of the health package. Co-pays: \$12.00 preferred generic; \$30 non-preferred generic; \$45.00 Preferred Brand Drug; \$100.00 Other/Non-Preferred Drug with no generic equivalent; and, \$100 for Specialty. Before the Plan will pay any of the cost, there is a \$75.00 prescription drug deductible that must be met each calendar year.

Life Insurance

Employees are eligible for life insurance coverage upon employment. Amount of coverage is twice yearly salary rounded to the next highest thousand. Minimum coverage is \$30,000 and maximum coverage is \$100,000. The employee contributes \$.09 per thousand for coverage.

Optional Insurance Benefits

The Agency offers several optional insurance plans through payroll deduction such as: dental, vision, accidental death, accidental injury, cancer/dread disease, ICU, etc. Participation in these insurance benefit options may be covered under the Cafeteria Plan (Section 125) which allows your premium to be deducted before taxes are withheld from your paycheck. This allows for your taxable income to be reduced.

Retirement System

Participation is mandatory in the Public Employees Retirement System. Employees pay 9.00% of gross salary (tax deferred); Agency contribution is 17.40% of employee's gross salary. You are fully vested in the retirement system after 4 years of service if you joined the system prior to 7/01/07 or after 8 years of service if you joined the system on or after 7/01/07. You are eligible for retirement with 25 years of service regardless of your age or age 60 with a minimum of 8 years of state service. Anyone who becomes a member of PERS after July 1, 2011 is eligible for retirement with 30 years of service regardless of age. If you have prior active military service, you can receive up to 4 years credit toward your retirement time.

Deferred Compensation

Participation is voluntary in a supplemental retirement savings plan that is tax-deferred (salary deduction and earnings). You have a choice from several investment options. Minimum monthly deferral is \$25; Maximum amount you may defer is lesser of 100 percent of includible compensation or \$19,000 per year. There is an administrative fee of \$4.25 per month. For new MDC participants, the administrative fee will not be assessed for 365 days after the date the new participant is effective in the system.

For more information check their website www.pers.ms.gov

Credit Union

You may become a member in the Mississippi Public Employees Credit Union that offers savings accounts, CDs, Visa cards, loans, and payments of insurance premiums. There is an \$11.00 charge for joining. The membership fee is \$1; minimum balance of \$10.

Leave and Holiday Benefits

Ten paid holidays per year which coincide with holidays proclaimed by the President of the United States or proclaimed by the Governor. The Governor often awards additional holiday leave in conjunction with the Thanksgiving and/or Christmas observance.

Personal and Major Medical Leave accumulates at the rate below. Absences for sickness require the first eight (8) hours be personal leave.

	Leave Accumulates	
Service Time:	Personal	Major Medical
1 mo-3 yrs.	12 hrs.	8 hrs.
37 mo-8 yrs.	14 hrs.	7 hrs.
97 mo-15 yrs.	16 hrs.	6 hrs.
Over 15 yrs.	18 hrs.	5 hrs.

Any unused personal and medical leave can be used toward service time credit at time of retirement.

Social Security and Medicare

The employee's and the agency's contribution is currently 7.65% each.

Workers Compensation Insurance

Agency is self insured through the State Agencies Self Insured Plan.

Unemployment Insurance

The agency is self insured through the State of Mississippi Employment Security Commission.