



DIVISION OF HUMAN RESOURCES
OFFICE OF PERSONNEL ADMINISTRATION
MERIT SYSTEM SELECTION & CLASSIFICATION 222-2172

CIVIL SERVICE
EXAMINATION ANNOUNCEMENT
THIS EXAMINATION IS BEING OFFERED TO ESTABLISH A
CIVIL SERVICE LIST THAT WILL BE IN EFFECT FOR UP TO 4 YEARS.

FIRE SAFETY INSPECTOR #6252 (pay grade 17)

SALARY RANGE: \$31,901- 35,053 *

GENERAL STATEMENT OF DUTIES: To perform fire safety inspections for the purpose of checking compliance with fire safety standards in state and federal codes, laws, regulations and policies in the area of health care facilities and public and private buildings other than single, two or three family dwellings; and to do related work as required.

MINIMUM QUALIFICATIONS:

EDUCATION: Such as may have been gained through: graduation from a senior high school; *and*

EXPERIENCE: Such as may have been gained through: employment in a responsible position performing fire safety inspections of health care facilities and/or general occupancy type buildings.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

EXAMINATION WEIGHTS: 100% WRITTEN

ALL APPLICATIONS MUST BE RECEIVED AT THE OFFICE OF PERSONNEL ADMINISTRATION NO LATER THAN THE LAST DAY OF THE APPLICATION PERIOD. NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSE OF THE APPLICATION PERIOD.

APPLICATION PERIOD: OCTOBER 20, 2008 THROUGH NOVEMBER 20, 2008

ALL APPLICANTS MUST COMPLETE AND SUBMIT AN EXAMINATION APPLICATION (CS-9), WHICH MAY BE OBTAINED AT ANY DEPARTMENT OF LABOR AND TRAINING NETWORK RHODE ISLAND CAREER CENTERS OR BY APPLYING IN PERSON AT THE OFFICE OF PERSONNEL ADMINISTRATION, ONE CAPITOLHILL, 3RD FLOOR, PROVIDENCE, RHODE ISLAND. THE CS-9 FORM IS NOT AVAILABLE ON-LINE.

NOTE: The Office of Personnel Administration *does not assume responsibility* for applications sent through the mail.

NOTE: The Personnel Administrator, at his discretion, may declare the list resulting from this examination appropriate

NOTE: Candidates with a physical disability who requires assistance during the exam process should notify the Examination Section *in advance* to ensure that appropriate accommodations will be made.

***WAGES SUBJECT TO UNION CONTRACT**

GENERAL INFORMATION TO CANDIDATES (222-2172)

RHODE ISLAND RELAY: 711

See reverse side for further information.

AN EQUAL OPPORTUNITY EMPLOYER

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**DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
STATE OF RHODE ISLAND & PROVIDENCE PLANTATIONS
OFFICE OF PERSONNEL ADMINISTRATION
Third Floor, One Capitol Hill
Providence, Rhode Island 02908-5762**

**GENERAL INFORMATION TO CANDIDATES (222-2172)
RHODE ISLAND RELAY: 7 1 1**

WHEN TO APPLY

Apply within the application period as shown on this announcement.

MINIMUM REQUIRED RATING

The minimum required final earned rating shall be 70.

Whenever two or more competitors have equal final earned ratings, their names shall be arranged on employment or promotional lists in the order of their performance on the written test; provided, however, that when such arrangement fails to resolve a tie, the order on the lists shall be the same as the order in which their applications were time-stamped in the Office of Personnel Administration, or by seniority within state service. Where practical, determination by seniority shall have preference.

DEFINITION OF veterans credit (G.L. 36-3-3 – WAR VETERAN)

“...there shall be added to the final earned ratings of examinees who are veterans in competitive tests for entrance into the Classified Service, but not for promotion in the service, who receive at least the minimum required final earned rating as stated in the public notice, service credits amounting to five points for veterans or service credits amounting to ten points for disabled veterans...”

Disabled Veteran means any war veteran who is an examinee and who is certified by the Veterans Administration to be physically disabled, as a result of a service-connected disability, with a disability rating of zero percent or more.

War veteran or veteran means any person, male or female, who was employed as an officer, member of the enlisted personnel or otherwise in the active military or naval service of the United States or of any auxiliary unit of such military or naval service, except civilian employees-at some time during the following period:

War Service Time

December 7, 1941 – December 31, 1946
June 27, 1950 – January 31, 1955
July 1, 1958 – January 1, 1959
August 5, 1964 – May 7, 1975

August 20, 1982 – December 31, 1987
December 20, 1989 – January 31, 1990
August 2, 1990 – July 13, 1992

DESCRIPTION OF POSITIONS

A class specification describing the duties of the position and the minimum qualifications will be furnished upon request by the Office of Personnel Administration.

INVESTIGATION

The Office of Personnel Administration reserves the right to investigate all statements made on your application and to require proof of such statements when deemed necessary.

PROMOTIONAL EXAMINATIONS (G.L. 36-4-22)

A person is eligible for promotional examination provided the employee is currently employed in the classified, unclassified, or non-classified service as of the official closing date of the examination announcement or twenty or (21) calendar days prior to the administration of the first phase of the examination, whichever is later, and meets one or more of the following requirements: (a) any employee who holds or within three (3) years has held permanent status in the classified service; (b) any employee who is serving a probationary period as of the official closing date of the examination announcement; (c) a minority (as currently defined in federal employment law as Blacks, Hispanics, American Indians including Alaska Natives, and Asians including Pacific Islanders) who is a qualified exam applicant seeking entry to a classification where there is a manifest imbalance in the job category; or (d) any employee who has served twelve (12) months service in the classified, unclassified, or non-classified service and, in addition, meets the minimum requirements established in the class specification. Promotion lists shall remain in effect for a period of three (3) years or until exhausted or until combined with or replaced by a more recently prepared list. This section shall not apply to the Rhode Island State Police or the Legislative branch of state government. An employee who is not on the promotional list shall be eligible to take the promotional examination for the position the employee occupies.

ADDITIONAL POINTS (G.L. 36-4-31)

Any employee who holds temporary or provisional status for at least twelve consecutive months in the class in which (s) she is serving and who takes the appropriate examination for the position shall receive in addition to his/her test score five additional points for each year of state service, which shall be added to his/her test score, provided however, that in no case shall an employee receive credit for more than four years of service. An employee who holds

temporary provisional status for at least twelve consecutive months in the class in which (s) he is serving and is found to be reachable for certification to the position (s) he holds shall be appointed to the position unless the appointing authority certifies to the Personnel Administrator that said individual's service has been unsatisfactory.