



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-030

March 5, 2024

TO: All Personnel

FROM: Human Resources Director, Kiley Day

SUBJECT: Job Announcement – Emergency Management Operations Specialist

UFA will begin the recruitment of a Emergency Management Operations Specialist. This recruitment is open internally to interested Firefighters, Firefighter Specialists, or Paramedic Specialists. If a currently promoted Firefighter Specialist or Paramedic Specialist is selected for this position, the resulting action will be a transfer. If a Firefighter is selected, the resulting action will be a Firefighter paid as a Firefighter Specialist or a Paramedic Specialist on the Firefighter pay plan while they occupy the position of Emergency Management Operations Specialist. This position will be subject to mandatory staffing as outlined in the policy.

If you meet the minimum requirements outlined in the attached job description and are interested in participating in this process, please submit a letter of interest and resume using the following link: <https://unifiedfire.applicantpro.com/internaljobs> by 5:00 pm Wednesday, March 20, 2024.

At the close of the recruitment, letters of interest and resumes will be forwarded to Emergency Management Director Behunin, who will review them. Then, candidates will be selected to move on to the next step, including a structured interview process involving internal and external evaluators.

If you have any questions about the process, please contact me at [kday@unifiedfire.org](mailto:kday@unifiedfire.org) or (801) 425-5349. If you have further questions about the position, please contact Emergency Management Director Behunin at [tbehunin@unifiedfire.org](mailto:tbehunin@unifiedfire.org) or (801) 743-7105.

Good luck to all who are planning to participate.