



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-035

March 8, 2024

TO: All Personnel

FROM: HR Deputy Director Ricotta

SUBJECT: Job Announcement – Special Enforcement Division Chief

This memo is to announce the internal recruitment notice for the Special Enforcement Division Chief which was formally held by Chief Ball prior to retirement. This position will be advertised as both an internal and external recruitment.

If you meet the minimum requirements outlined in the job description and are interested in participating in this process, please submit a cover letter and resume by Sunday, March 24, 2024, using the Applicant Pro Link <https://unifiedfire.applicantpro.com/internaljobs>. Attached is a copy of the Special Enforcement Division Chief job description.

If more than six candidates apply, selection committee members may reduce the field of candidates based on a review of the resumes. The process will include a Promotional Leadership Survey for the top candidates, with additional information about the forthcoming selection process.

Good luck to all who are planning to participate. Please reach out with any questions ricotta@unifiedfire.org.