



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-055

April 5, 2024

TO: All Personnel

FROM: Human Resources Director Day

SUBJECT: Job Announcement – Emergency Management Intelligence Specialist

UFA will begin the recruitment of an Emergency Management Intelligence Specialist. This recruitment is open internally to interested Firefighters, Firefighter Specialists, Paramedic Specialists, civilian employees, and external civilians.

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 that the Firefighter is paid as a Firefighter Specialist, or a Paramedic Specialist on the Firefighter pay plan while they occupy the position of Emergency Management Intelligence 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://www.applicantpro.com/openings/unifiedfire/jobs/3305258-278125> by 5:00 pm Tuesday, April 23, 2024.

At the close of recruitment, letters of interest and resumes will be forwarded to Emergency Management Director Behunin, who will review them. Candidates will then 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) 783-9284.

Good luck to all who are planning to participate.