



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-218 December 15, 2025

TO: All Personnel

FROM: HR Deputy Director Ricotta

SUBJECT: Lateral Transfer Opportunity – Engineer Vacancies

In accordance with the recent revision to Policy 910-080, promoted Specialists are eligible to apply for a lateral transfer, provided they meet the minimum qualifications outlined in the Professional Development Plan (PDP).

The purpose of this memorandum is to identify current Firefighter Specialists and Paramedic Specialists who have successfully completed Engineer School and possess the certifications specified in the PDP for consideration for lateral transfer into existing Engineer vacancies. Currently, there are ten (10) Engineer vacancies available.

Eligible employees who wish to be considered for this opportunity must submit a résumé and cover letter through the iSolved system no later than December 30, 2025. Prior to selection, candidates will be required to participate in an interview and complete a skills assessment.

iSolved Link: <https://unifiedfire.applicantpro.com/internaljobs>