



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

26-029

February 27, 2026

TO: All Personnel

FROM: HR Director Day

SUBJECT: Job Announcement – Emergency Management Operations Specialist

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Unified Fire Authority is announcing an internal **sworn and civilian** recruitment for the position of Emergency Management Operations Specialist

If you meet the minimum qualifications outlined in the attached job description and are interested in applying, please submit a cover letter and resume online at <https://unifiedfire.applicantpro.com/internaljobs> by Saturday, March 14, 2026. Documents will be reviewed following the closing date. Candidates selected to move to the next step of the process will be provided with additional information.

If an Internal Sworn Firefighter fills the position, they will be paid according to the Firefighter Pay Plan. If the position is filled by an Internal Civilian, they will be paid at a Grade 27 on the Civilian Pay Plan.

If you have any questions about the process, don't hesitate to contact Kiley Day at (801) 743-7124 or at [kday@unifiedfireut.gov](mailto:kday@unifiedfireut.gov). If you have questions about the position, please contact EM Director Behunin at [tbehunin@unifiedfireut.gov](mailto:tbehunin@unifiedfireut.gov) or at (801) 783-9284.