



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-068

April 29, 2026

TO: All Personnel

FROM: Kiley Day, Human Resources Director

SUBJECT: Job Announcement Information Outreach Specialist (PIO)

UFA is announcing the internal recruitment for an Information Outreach Specialist (PIO). 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 Fire Prevention Specialist. This position will be subject to mandatory staffing as outlined in the policy.

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 May 13, 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 you have any questions about the process, don't hesitate to contact me at kday@unifiedfireut.gov or (801) 425-5349. If you have questions about the position, please contact DOC Easton at neaston@unifiedfireut.gov or (801) 971-0640.

Good luck to all who are planning to participate.