

Administrative Captain of Human Resources Supplemental Questions

1. Do you have an Associate's degree (or higher) in Human Resources, Business, Public Administration, or a related field OR an equivalent combination of education and progressively responsible fire service administrative experience?

☐ Yes

☐ No

- If yes, please elaborate:

Click or tap here to enter text.

2. Do you have at least three (3) years of firefighting experience?

☐ Yes

☐ No

3. Do you have at least five (5) years of experience in a human resources role?

☐ Yes

☐ No

- If yes, please elaborate

Click or tap here to enter text.

4. Are you currently a licensed firefighter in the state of Minnesota, or do you have the ability to obtain licensure within one (1) year of hire?

☐ Yes

☐ No

5. Do you have a valid Minnesota Class D Driver's License (or higher), or the ability to obtain one within three (3) months of hire?

☐ Yes

☐ No

6. Do you have a current Emergency Medical Responder (or higher) certification with the Minnesota Emergency Medical Services Regulatory Board, or the ability to obtain one within six (6) months of hire?

☐ Yes

☐ No

7. Do you have a Pro Board or IFSAC Fire Service Certification as a Fire Apparatus Operator?

☐ Yes

☐ No

8. Do you have a Pro Board or IFSAC Fire Service Certification as a Firefighter II?

☐ Yes

☐ No

9. Do you have the ability to successfully pass a physical ability test, pre-employment physical, psychological evaluation and criminal background check?

☐ Yes

☐ No

10. Do you have certifications and/or additional coursework in Human Resources Management?

☐ Yes

☐ No

- If yes, please elaborate:

Click or tap here to enter text.

11. Are you a MBFTE Qualified Live Fire Instructor?

☐ Yes

☐ No

12. Are you a MBFTE Qualified Live Fire Instructor In-Charge?

☐ Yes

☐ No

13. Do you have a Pro Board or IFSAC Fire Service Certification as a Fire Instructor I?

☐ Yes

☐ No

14. Do you have a Pro Board or IFSAC Fire Service Certification as a Fire Instructor II?

☐ Yes

☐ No

15. Do you have a Pro Board or IFSAC Fire Service Certification as a Fire Officer I?

☐ Yes

☐ No

16. Do you have a Pro Board or IFSAC Fire Service Certification as a Fire Officer II?

☐ Yes

☐ No

17. Are you a graduate of the National Fire Academy Managing Fire Officer Program?

☐ Yes

☐ No

18. Are you a graduate of the National Fire Academy Executive Fire Officer Program?

☐ Yes

☐ No

19. Do you have formal training in public administration practices?

☐ Yes

☐ No

- If yes, please elaborate:

[Click or tap here to enter text.](#)

20. Do you have knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources?

☐ Yes

☐ No

- If yes, please elaborate:

[Click or tap here to enter text.](#)