



Parker County Emergency Services District No. 1

- Application Packet -

Parker County Emergency Services District No. 1 is pleased to announce internal/external job opportunities for one or more Captain positions assigned to suppression.

We operate out of 6 staffed fire stations, providing fire suppression and rescue services to a rapidly growing population of nearly 75,000 residents in over 300 square miles of Parker County. ESD 1 also operates the Parker County Fire Alarm Center, a fleet services division, and is in the design and construction phase for a new fire stations, and a training and administration campus.

ESD 1 is a rapidly developing department, building on the core principals of being mission minded, creating and maintaining a chosen and purposeful culture, and standards-based performance. ESD 1 experiences almost double the national average of fire occurrence, operating within a host of challenges including diverse suburban and rural demographics with significant wildland/urban interface threats, rapid growth and development, major energy/petroleum gathering, distribution, and processing facilities, class 1 railroad and major highway thoroughfares, and substantial developed areas with no water supply or fire code enforcement.

The ideal candidate will be confident in structural and wildland fire suppression, and vehicle rescue techniques in the company officer role, while exhibiting willingness to serve and lead in a rapidly growing department utilizing innovative approaches to staffing and service. We seek students of the trade who are confident in core competencies, and will be ambassadors for the chosen core values, culture, and standard of service for the department.

The selection process will consist of an application, essay submission (dependent on position), panel interview, physical agility test, and final interview with the Fire Chief.

Internal candidates are current full-time and part-time employees who meet the requirements for the position on the date that application and resume submissions are due. External candidates are any person meeting the posted requirements for the position on the date that application and resume submissions are due, or that possess comparable requirements for their current state of licensure. (please contact administration to discuss the reciprocity process)

Interview questions will be sourced from the Firefighter Rescue Survey, County Fire Tactics, and Fire Service Leadership – Formal Mentoring for the Fire Service. Please see hiring process details below for more information.



Brotherhood - **E**xcellence - **S**ervice - **T**eamwork

-Benefits Summary-

- 48/96 schedule
- TCDRS retirement, 7% 2:1 employer match, TMRS time credit counts toward vesting and retirement
- TML – Blue Cross Blue Shield health plan, \$30 copay, \$1,000/\$2,000 individual/family deductible
- 80% employee and family health/dental/vision insurance paid, \$216/month total cost to insure family
- Longevity pay, certification pay, uniform allowance, TIFMAS deployment opportunities
- PTO benefit with PTO sellback, holidays are paid at 1.5 times hourly rate
- 7 year step plan, market adjustment every third year, (October 2022)
- Lateral transfer for full-time employed candidates who transfer to same or lower rank, 1:2 ratio, 4 year cap

Step Plan w/FLSA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Captain	\$62,486	\$64,361	\$66,291	\$68,280	\$70,329	\$72,438	\$74,612

-Process & Position Requirements-

- Applicants must meet the minimum qualifications for position applied for as illustrated in the job descriptions in this document.
- Qualified applicants must submit a completed application and resume, (or letter of intent for internal applicants) no later than 12:00 PM June 23rd 2022.
- Essay submissions are due no later than 12:00 PM June 30th 2022.
- Application, Resume, and Essay Submissions may be delivered in person, by courier, or by PDF in email with response received, attention to:
 - Parker County ESD 1 Administration
 - Attn. Kaymie DeCento, Executive Assistant
 - 315 Morrow Rd, or PO Box 323
 - Springtown TX, 76082
 - kdecento@pcesd1.com
- Interviews and physical agility test will be held at dates/times to be determined.
- Employment/promotional offers will be given in July
- The essay grade, panel interview, and physical agility test are pass/fail.
- Prior to final employment offer, external candidates will be required to successfully complete a personal history statement, background investigation, and a comprehensive physical exam administered by the department's health provider.
- Final selection and appointment will be made by the Fire Chief.



-Essay-

- Essay content should be relevant to any fire service related topic you are passionate about. Examples include health & wellness, civilian fire deaths, LODD's, wildland urban interface, staffing and deployment models, occupational illness, tactical considerations, etc.
- Essay submissions are due no later than 12:00 PM June 30th 2022.
- Essays should meet minimum length requirement of at least 4 double space pages (approximately 1000 words)
- Proper grammar, punctuation, format, and citation etiquette will be recognized.

-Panel Interviews-

- Panel interviews will be held through several dates, candidates will be contacted to schedule the interview.
- The panelists will be members of the department command staff.
- Questions will consist of standard interview questions, and subject matter questions.
- Subject matter questions will be sourced from the following study material:
 - Firefighter Rescue Survey, The First 2000
 - County Fire Tactics, Death on the Nozzle & Gallons Per Second
 - Fire Service Leadership, Formal Mentoring for the Fire Service
- Suggested links for study material:

<https://www.firefighterrescuesurvey.com/the-first-2000.html>

https://www.firefighterrescuesurvey.com/uploads/2/5/3/6/25366566/just_the_numbers_the_first_2000.pdf

<https://countyfiretactics.com/2021/03/21/coordinated-fire-attack-boarded-up-nozzle-firefighter-trust-your-gut-death-on-the-nozzle/>

<https://countyfiretactics.com/2021/03/14/gallons-per-second-creates-survivable-space-2-50-smooth-bore-attack-water-on-the-fire/>

<https://fireserviceleadership.com/shop/ols/products/formal-mentoring-for-the-fire-service>



-Physical Agility Test-

All applicants are required to wear structural firefighting Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) throughout the physical agility testing. Structural firefighting PPE will consist of a bunker coat with thermal and vapor liner, helmet, gloves, and must have met NFPA standards. The SCBA will consist of the backpack with frame, shoulder and waist straps and air cylinder. A blackout SCBA face piece will be worn only during Event 1; Rescue Maze. The remainder of the events will be performed without a face piece. The SCBA and face piece will be provided by the department.

If available, we encourage the applicant's option of providing their own PPE. The department will make various sizes of PPE available at the test.

Computation of times is determined as follows:

The total cumulative time for completion of the test will not exceed 8 minutes 45 seconds. Event 1 has a maximum time of 2:00 minutes. In order to successfully pass the agility testing, the cumulative score must be 8 minutes 45 seconds or lower.

Event 1: SCBA Maze

(Maximum time allowed 2:00 minutes)

- Each applicant will be required to wear structural firefighting PPE. Structural firefighting PPE will consist of a bunker coat, helmet, and gloves.
- Each applicant will be required to wear an SCBA with a blacked out face piece.
- Each applicant will enter the maze and follow 100 feet of 1 ¾ inch hose through the SCBA maze until they exit the other end.
- Each applicant will not lose contact with the hose. Contact for this event is described as: "At least one hand on the hose at all times."
- Failure point:
 - Exceed maximum time allowed (2:00)
 - Lose contact with hose (release)

Event 2: Stair Climb

- **Purpose of Evaluation:** This event is designed to simulate the critical tasks of climbing stairs while carrying a hose bundle, climbing stairs in full protective clothing carrying firefighter equipment, and climbing ladders carrying tools. It measures the candidate's aerobic capacity, lower body muscular endurance and ability to balance.
- **Event:** The candidate will place a hose bundle over their shoulder. The candidate will then climb the stairway twice touching each step when both ascending and descending, then return to the starting point at ground level.
- **Failures:** If the candidate falls the candidate is allowed to immediately resume the test. Each step must be touched going up and down. Skipping steps will result in a warning. A second warning will constitute a failure of the test. The candidate is permitted to touch the wall or railing for balance. Dropping the high-rise hose/nozzle combinations results in failure.

Event 3: Equipment Carry

- **Purpose of Evaluation:** This event is designed to simulate the critical task of removing equipment from an apparatus, carrying it to the emergency scene, and returning the equipment to the fire apparatus. It measures the candidate's upper body muscular strength, endurance, and agility.
- **Event: Using proper lifting techniques:** The candidate will lift two 50 pound (dumbbells) from the starting point and carry them while traveling 50' around a cone then back to the starting point. The candidate will then return the equipment to its starting location. This concludes the event.
- **Failure:** If the candidate drops or drags the equipment during the carry, the candidate will fail the test. The candidate may stop, set the equipment down on the ground and readjust the carrying grip if necessary.

Event 4: Ladder Carry

- **Purpose of Evaluation:** This event is designed to simulate the critical task of carrying a ground ladder at a fire scene. It measures the candidate's upper body muscular strength, lower body muscular strength, balance, and grip strength, and anaerobic endurance.
- **Event:** The candidate will walk up to the 14' aluminum roof ladder positioned on the ground. Candidate will pick up and carry the ladder at waist high or shoulder level while traveling around a cone 25' from the starting point. Candidate will proceed back to the starting point. Candidate will replace ladder to the ground. This concludes the event.
- **Failure:** If the candidate allows the ladder to fall to the ground, or drag on the ground, the candidate will fail the test. Banging of the ladder ends against the ground will result in a charge of 30 seconds added to the final time.

Event 5: Hose Drag

- **Purpose of Evaluation:** This event is designed to simulate the critical tasks of extending a hose line from the fire apparatus to the fire building and advancing a charged attackline while remaining stationary. It measures the candidate's aerobic capacity, and upper and lower body muscular strength and endurance.
- **Event:** Candidate will grasp a nozzle attached to 150' of 1 ¾ inch charged hose. The candidate will place the hose line over their shoulder or across chest and advance the hose line approximately 75 feet to a marked location. The candidate will then stop within the established marked location, drop to at least one knee and pull more hose to that area. Once the marked coupling crosses the marked line, the exercise is completed. The candidate may be fully kneeling if desired. This concludes the event.
- **Failures:** If the candidate fails to go to, or significantly passes, the marked location, or goes outside of the marked path (cones), the candidate will fail the test. During hose pull, candidate must remain on at least one knee, (no standing) and must remain within the marked area. Candidate will receive one warning. Upon a second violation the candidate will fail the test. The marked coupling on the hose line must reach the marked line.

Event 6: Forcible Entry

- **Purpose of Evaluation:** This event is designed to simulate the critical task of using force to open a locked door, breach a wall, or ventilate a roof. It measures the candidate's upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance.
- **Event:** The candidate will use a 10# sledge hammer to complete a Keiser Sled evolution.
- **Failures:** If the candidate does not maintain control of the hammer, where it is released from both hands, the candidate will fail the test.

Event 7: Rescue

- **Purpose of Evaluation:** This event is designed to simulate the critical task of removing a victim or injured firefighter from a fire scene. It measures the candidate's upper and lower body muscular strength and endurance, grip strength, and anaerobic capacity.
- **Event:** The candidate will grasp a mannequin and drag it 40 feet to the finish line.
- **Failures:** The entire mannequin must be dragged past the marked finish line.

Test Conclusion

-Job Position Requirements-

CAPTAIN

Minimum Qualification Requirements To Apply:

- 1 5 Years TCFP Structural Fire Suppression Service Time (or equivalent from state of residence)
- 2 Prior full time company officer experience required
- 3 TCFP Intermediate Structural Firefighter
- 4 TCFP Fire Officer I (must obtain Fire Officer II within six months)
- 5 TCFP Fire Instructor I
- 6 TCFP Basic Wildland Firefighter, or NWCG Equivalent, preferred (Required within 1 year of employment)
- 7 Approved Strategy and Tactics Training Preferred (Required within 1 year of employment)
- 8 Texas DSHS EMT-Basic
- 9 Class B Exempt or Higher Driver's License
- 10 This position is subject to the Parker County ESD1 Drug and Alcohol-Free Workplace Policy, which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Preferred Qualification Requirements:

1. Current Wildland Certification, TIFMAS Experience, or Similar
2. Instructor Experience





PARKER COUNTY EMERGENCY SERVICES DISTRICT NO. 1

Title: Job Description - Captain	Policy #: 300.22
Effective Date: 07/09/2021	Status: Hourly, Non-Exempt
Authorized By: Stephen Watson, Fire Chief	Position: Qualification & Competitive Assessment

Purpose

1. Provide a general summary of the position
2. Identify essential duties and responsibilities
3. List minimal qualifications, education, and experience for the position

Summary

1. Provide supervision of an assigned fire station which includes oversight and responsibility for the facility, apparatus, and all assigned personnel. Normal work schedule is 48 hours on duty, followed by 96 hours off duty. Captains have a vital role in operational readiness and response for all three shifts. That vital role includes firefighting and rescue operations in response to fire alarms, medical emergencies, hazardous materials incidents, and other calls; to participate in fire prevention, training, facility maintenance, and other station activities and operations. Captains are direct supervisors for Lieutenants and part-time Company Officers, and the firefighters assigned on their shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives direction from Chief Officer's.
2. Reads, interprets, implements, and enforces PCESD1 (Parker County ESD1) SOG's and Employee Handbook.
3. Provide direct supervision to Lieutenants and Company Officers at their assigned station.
4. Manage one or more major PCESD1 staff assignment(s):
 - a. SCBA (Self Contained Breathing Apparatus)
 - b. PPE (Personal Protective Equipment)
 - c. Uniforms
 - d. Small tools and equipment
 - e. Fire hose
 - f. Technology and Communication
 - g. Special Assignments or assigned areas of responsibility including committees
5. Responsible for scheduling to ensure the station is staffed.
6. Plans, coordinates, and supervises activities of personnel on their assigned shift.
7. Ensures station supplies are properly ordered and stocked.
8. Responsible for PCESD1 credit card and follows the Purchasing Policy.
9. Provides Quality Control and accountability for completion of reports by personnel at their assigned station.
10. Is point of contact for facility/apparatus maintenance specific to assigned station.
11. Reports and necessary repairs of apparatus and equipment
12. Maintains Daily Log and ensures every shift completes it.
13. Coordinates with paid and volunteer personnel in implementation, execution and accountability of District operations, assignments, policies, procedures and SOG's.
14. Completes incident reports for all responses prior to departing their shift.
15. Assists, delegates, and is responsible for completion of daily/weekly routine duties.
16. Manages, oversees and/or administers specific projects or programs as assigned.

17. Fosters effective working relationships with volunteer personnel
18. Participates in training activities and coordinates with Lieutenants and Company Officers to ensure all personnel at their assigned station are training regularly.
19. Participates in committees/workgroups for policy development and/or equipment specification.
20. Demonstrates actions of attitudes of PCESD1's motto: B.E.S.T.

Brotherhood
Excellence
Service
Teamwork

21. Ensures facilities, apparatus, tools, and equipment are maintained to a high standard.
22. Acquires and retains a thorough knowledge of their response district, including streets, buildings, water supply, target hazards and related items that impact operational response and readiness.
23. Works in a safe manner and reports unsafe activities and conditions through the chain of command.
24. Prepares performance appraisals on subordinates as directed.
25. Able to step up into the next higher-ranking position.

Minimum Qualifications Required:

1. Meet the qualifications for Lieutenant, plus:
 - a. 7 Years TCFP Service Time
 - b. TCFP Intermediate Structural Firefighter
 - c. TCFP Fire Officer II
 - d. TCFP Instructor I
2. This position is subject to the Parker County ESD1 Drug and Alcohol-Free Workplace Policy, which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

TOOLS AND EQUIPMENT USED:

1. Emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, rescue/extrication equipment, radio, computer, and phone.

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the firefighter is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The firefighter is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The firefighter must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

1. Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

PARKER COUNTY ESD1

Employment Application



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City			State			ZIP					
Phone			Cell								
Date Available			Social Security No.			Email					
Position Applying for											
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
EDUCATION											
High School			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
College			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other			Address								
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
REFERENCES											
<i>Please list three professional references.</i>											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

TRAFFIC RECORD/ARREST AND DETENTIONS

Has your driver's license ever been suspended or revoked? Yes No

If yes, give details – locations and reasons. _____

With what company do you carry automobile insurance? _____

Have you ever held a driver's license in any other state? Yes No

If yes, what state(s) and when? _____

Have you ever been arrested for DWI or DUI? Yes No

If yes, give details: _____

Have you ever been arrested or detained by police for any traffic warrants? Yes No

If yes, give details: _____

Other than the above, have you ever been arrested, detained by police or summoned into criminal court? Yes No

If yes, give details: _____

PERSONAL DECLARATIONS Have you ever used any illegal drug(s) or narcotic drug(s) not prescribed by your physician? Yes No

If yes, give details – include dates, number of times used, frequency and type of drugs: _____

Have you ever furnished drugs or narcotics to anyone? Yes No

If yes, give details: _____

Please list all drugs currently prescribed to you _____

Are there any circumstances under which you would be prevented from fully performing the duties of a firefighter/emergency medical services provider, including working weekends and/or evening and night shifts? Yes No

If yes, explain: _____

Are there any incidents in your life or details not mentioned herein which may influence this Department's evaluation of your suitability for employment as a firefighter/emergency medical service provider? Yes No

If yes, explain: _____

Verification of Employment: I authorize the Parker County ESD 1 or its agents to investigate and verify the facts claimed by me on this application. I understand that credit bureaus, government and law enforcement agencies may be contacted in order to fully investigate and verify the information provided by me in this application. I hereby release Parker County ESD 1 and all of those employers, references, academic institutions, credit bureaus, and government and law enforcement agencies from any liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the District.

Accuracy of Information: I have reviewed each page to make sure all parts are correct and complete. I understand that my eligibility will be based on the information contained on this application.

At Will: I understand this document is not an offer of employment nor does it constitute an employee contract. I agree and understand that if I am hired by the District my employment will be at will for an indefinite period of time and may be terminated at any time, with or without cause or notice, at the option of the District or myself. I understand that I have the right to end my employment at any time and that the District reserves the same right.

Falsification of Information: I hereby certify that all statements made on this application are true and correct to the best of my knowledge and I understand that any false statement made by me on this application could cause me to be ineligible for employment or terminated from employment. Further, I understand that I am required to abide by all rules and regulations of the employer.

Post-Offer Drug Test: I understand that if I am offered employment with the Parker County ESD 1 that I will be required to take a post-offer drug and/or alcohol test. Any offer that I receive will be conditioned upon the results of the post-offer drug and/or alcohol test. Refusal to take a drug/alcohol screening test will result in disqualification from consideration for employment.

I hereby acknowledge that I have read, understand, and agree with the preceding statement.

Signature

Date

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Parker County Fire Marshal's Office

Submittal For Criminal History Investigation

Fire Department Requesting Criminal History Information	Date Of Request

Name of Person Making Request

Title of Requesting Person

*Copy of CCH is Requested by Department

Applicant Information

Name of Applicant

Driver's License Number and State

Date of Birth

Social Security Number

Current Address of Applicant

I allow for a complete criminal history to be completed by the Parker County Fire Marshal's Office

Signature: _____

Below for Fire Marshal's Office use only

Name of Investigator

Date Investigation was Completed

	No History Found
	Misdemeanor History Found
	Felony History Found

	Suitable for Membership
	Not suitable for Membership

The county fire marshal may disclose criminal history record information obtained to the department chief or chief executive of the requesting fire department or emergency medical services provider, except that the county fire marshal may disclose criminal history record information obtained by the department from the Federal Bureau of Investigation only to governmental entities or as authorized by federal law, federal executive order, or federal rule. A fire department may *not* keep or retain criminal history record information obtained under this section in any file.

Criminal history record information must be destroyed promptly after the determination of suitability of the person for any position as a volunteer or employee.

Beneficiary Designation for Accident & Sickness Policy

Complete this block each time this form is used—Please Print

Name of Organization _____ State _____

Member's /Employee's Name _____

Member's Date of Birth _____ Date Member Joined Organization _____

Complete, sign and date this block if you wish to name or change your beneficiary.

I hereby designate the following beneficiary(ies) with respect to amounts payable as indemnity for loss of life under the referenced Accident & Sickness Policy and hereby revoke any designation of beneficiary thereunder heretofore made by me. I direct that any amounts payable under said policy to my beneficiary(ies) named below be paid to those of Primary Beneficiary who survive me, otherwise to those surviving in Contingent Beneficiary, in proportion to the percentages listed.

Primary (Please refer to back of form for examples)

Beneficiary: Name _____ Relationship _____ Date of Birth _____ Share _____ %

Name _____ Relationship _____ Date of Birth _____ Share _____ %

Contingent

Beneficiary: Name _____ Relationship _____ Date of Birth _____ Share _____ %

Name _____ Relationship _____ Date of Birth _____ Share _____ %

If none of the above-named beneficiaries are living at the time of my death, I direct that payment be made in accordance with the terms of the policy. I reserve the right to revoke or change this designation.

Signature _____ Date _____

This form should be retained in the files of your department or organization and reviewed and updated on a regular basis.



EMERGENCY CONTACT / PUBLIC INFORMATION ACCESS NOTIFICATION PERSONAL EMERGENCY CONTACT INFORMATION

Name _____ (Relationship) _____

Phone _____

Public information access notification:

Periodically the public request information concerning ESD 1 employees. The Texas Public Information Act requires the ESD to release information regarding name, salary, dates of employment, title, etc. to the public.

Employees may choose to keep their home address, home and personal cell numbers., personal e-mail addresses, social security number, emergency contact information, and information that reveals whether they have family members private. This choice must be made within 14 days of hire or the information is subject to public access.

In accordance with the provisions of the Open Records Act, I exercise the following option of public access:

My home address, home and personal cell phone number, personal e-mail address, social security number, emergency contact information and information that reveals whether I have a family member may/may not be disclosed to the public

Employees may choose to open or close access to this information at any time by making the election in PCESD 1 Administrative Managers office.

Signature: _____

Date