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THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
100 CAMBRIDGE STREET, SUITE 600, BOSTON, MA 02114

MICHAEL J. HEFFERNAN  
Secretary

JEFF McCUE  
Assistant Secretary  
Chief Human Resources Officer

MEMORANDUM

TO: Municipal Fire Department Appointing Authorities and Fire Chiefs

FROM: Regina Caggiano, Director of Civil Service

DATE: January 28, 2021

RE: Municipal Firefighter Eligible List Maintenance

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Please be advised that the existing Municipal Firefighter eligible list will be replaced with a new eligible list on March 15, 2021.

The names of the individuals who receive conditional offers of employment must be submitted to the Human Resources Division, Civil Service Unit, on or before March 14, 2021. Pursuant to M.G.L. Ch. 31, § 25, failure to submit such names on or before said date, shall nullify an appointment of such person. Appointees from a Firefighter certification must pass a medical examination and a Physical Ability Test before their appointments can be finalized.

Pursuant to Personnel Administration Rule .08, any requisition to fill vacancies to the title of Firefighter received by the Human Resources Division, Civil Service Unit, after the issuance of this memorandum will be processed from the eligible list to be established on March 15, 2021.

If you have any questions or concerns, please do not hesitate to contact our office.