



## FORESTRY AND FIRE PROTECTION ADMINISTRATOR

Exam Code: 4FS07

Department:	Forestry & Fire Protection
Final Filing Date:	03/10/2014
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,632.00 to \$8,364.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

### WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **March 10, 2014**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

## FILING INSTRUCTIONS

Final File Date: **March 10, 2014**

Examination/Employment Application (STD. 678) is available through the Internet at <http://jobs.ca.gov/Profile/Profile> and at the testing office shown below. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

**Note:** Applications **will not** be accepted via e-mail. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

### **MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Tiffany Harris)  
P.O. Box 944246  
Sacramento, CA 94244-2460

### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Tiffany Harris)  
1300 U Street  
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **March 10, 2014**, will not be accepted for any reason.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

## REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## SALARY INFORMATION

\$6,632.00 to \$8,364.00

## ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **March 10, 2014**, the final filing date.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

### "EITHER" I

One year of experience in the California state service performing the duties of a Deputy Chief or a Forester III.

### "OR" II

Two years of experience in the California State service performing the duties of a Division Chief, California State Fire Marshal's Office; Assistant Chief (Supervisory); Assistant Chief (Nonsupervisory); Forester II (Supervisory); Forester II (Nonsupervisory); and Fire Prevention Officer II.

### "OR" III

**Experience:** Three years of forestry experience which has included responsibility for an extensive administrative area, a major staff activity, or an extensive resource management project. Such experience must have been at least comparable to that of a Deputy Chief or a Forester III in the California State service.

and

**Education:** Equivalent to graduation from college with specialization in forestry, resource management, or other closely related natural resource field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Note: Applicants qualifying under Pattern III above must attach a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.**

## POSITION DESCRIPTION

Under general direction, assists a Region Chief/Assistant Region Chief/Deputy Director in planning, organizing, and directing programs of the Department of Forestry and Fire Protection, such as in-charge responsibility at the Department of Forestry and Fire Protection Academy for administration of statewide training; coordination of complex and difficult statewide or region-wide programs in the area of resource management, fire protection or fire prevention; and does other related work.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **April/May 2014**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## KNOWLEDGE, SKILLS, AND ABILITIES

### Scope:

#### A. Knowledge of:

1. Mission, values, goals, and organizational structure of the California Department of Forestry and Fire Protection (CAL FIRE).
2. Department and unit level computer programs necessary to complete job related tasks.
3. Policies used by the Department to provide information for public education in support of the Department.
4. Safe work practices to provide a safe work environment for employees and the public.
5. Supervisory and management personnel techniques to manage staff needs.

6. Basic techniques of team building and leadership skills to promote and enhance the goals of the Department.
7. Employment interviewing principles and techniques used to select and hire personnel that will promote an effective and ethical workforce.
8. Methods of effective supervision to promote an effective, efficient, and ethical workforce.
9. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees for maintaining a work environment free of discrimination.
10. Supervisory responsibilities under the Ralph C. Dills Act.
11. Bargaining unit agreements of employees to ensure compliance with the terms of the agreements.
12. Department substance abuse policy to recognize signs and symptoms of a substance abuse problem and implement appropriate corrective action.
13. Basic business office methods, protocol, and procedures.
14. Research and statistical methodology to support and/or develop program needs.
15. Department codes, rules, policies, and procedures to effectively manage programs.
16. Cooperative agreements at State and local levels to maintain service expectations.
17. Department and State budgetary processes in order to respond accordingly to budget changes or queries from the legislature.
18. California's legislative process to analyze and/or propose bills and address budgetary changes.
19. State of California fiscal, property, and personnel policies to ensure sound management practices.
20. Systems that monitor activities and progress of Department programs and projects to ensure program accountability and consistency.
21. Available resources for employees having personal or work-related problems to ensure the health and well being of employees.
22. Local politics that may impact local government agreements and how it affects the Department.
23. State forest and fire laws, methods of enforcement, and local ordinances relating to land use, life hazard, fire hazard, and risk reduction.
24. Conservation camps and interactions with local government and cooperating agencies.
25. Public relations methods and interagency relationships within fire protection and resource management programs in California to provide effective leadership.
26. Policies, objectives, and standards established by the Board of Forestry and Fire Protection to effectively manage the region.
27. Grant-writing process to obtain additional funding for the Department.
28. State and Federal environmental regulations to conform to State and Federal regulations.
29. Modern fire protection organization standards and management practices used to deliver wildland and structural fire protection, as well as other emergency services.
30. Emergency incident management systems for proper incident organization and management.
31. Emergency Command Center operations for efficient control of emergency resources.
32. Cooperative Fire Protection programs associated with Federal, State, and local agencies to meet the goals of the Department.
33. Department command and control policies and procedures for major emergencies to meet the Departments needs.
34. California Vehicle Code and Department policies pertaining to the operation of emergency vehicles.
35. Care, maintenance, and replacement of facilities, equipment, and infrastructure to provide safe and adequate resources for employees.
36. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws.

**B. Skill to:**

1. Communicate performance standards and expectations to personnel.
2. Analyze issues and identify key elements.
3. Read and interpret written or graphic materials.
4. Create, formulate, develop, and deliver oral presentations.
5. Formulate and develop a clear and concisely written product.
6. Drafting budgetary documents.
7. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints.
8. Utilizing discretion relative in all matters and issues.
9. Deal with a wide range of catastrophic issues during mitigation of emergencies.
10. Lead and be part of a team.

### **C. Ability to:**

1. Interpret and explain codes, rules, and CAL FIRE policies and Department positions/stance.
2. Work effectively and amicably with others in support of the Department's mission and goals.
3. Read, comprehend, and apply written material.
4. Apply the principles and methods of effective supervision.
5. Effectively promote equal opportunity in employment and maintain a work environment free of discrimination and harassment.
6. Perform at an authority level on emergencies.
7. Effectively plan, organize, direct, and control programs, projects, and emergency operations.
8. Develop and implement action plans based on strategic analysis.
9. Demonstrate leadership under stressful conditions in both emergency and non-emergency situations.
10. Effectively coordinate the work of others to meet goals and objectives.
11. Prepare clear and concise reports.
12. Make public presentations as a Department representative.
13. Work effectively and cooperatively in a team, subordinate staff, and individual environments under constantly changing conditions.
14. Develop, organize, and conduct training.
15. Participate in and assist with projects on various levels.
16. Gather information and details from multiple sources to reach a conclusion or deduction.
17. Oversee the implementation of new and revised programs.
18. Determine and establish priorities in order to complete assignments.
19. Identify and assess problems, issues and concerns, and take appropriate action when necessary.
20. Explain complicated information and issues in simple, straightforward, understandable language.
21. Exercise sound judgment when making decisions.
22. Plan for and manage contract fire protection and emergency services.
23. Make long range planning decisions based on gathered facts.
24. Effectively communicate both verbally and in writing.
25. Prioritize issues to balance the workload.
26. Listen and hear other points of view.

### **VETERANS PREFERENCE**

Veterans' preference credits are not granted in promotional examinations.

### **CAREER CREDITS**

Career credits are not granted in promotional examinations.

### **PERSONAL CHARACTERISTICS**

Willingness to be enthusiastic and interested in participating in the future of the Department; willingness to promote and implement policy and actions you may disagree with; willingness to redirect efforts based on compelling management direction.

### **DISTINGUISHING CHARACTERISTICS**

#### **SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated administrative ability; willingness to accept increasing responsibility; willingness to work long and irregular hours, to work in remote parts of the State, and to work on Sundays and holidays; willingness during the fire season to remain on duty as necessary or as emergency circumstances require; neat personal appearance; and hearing sufficient to perform the duties of the position.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

## CONTACT INFORMATION

Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, California 94244-2460  
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)  
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at  
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/8894.aspx>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available online** at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing Department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans' Preference Points:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov) or the Department of Veterans Affairs.

**Career Credits:** In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**Confidentiality and Security:** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.