

## **EXAMINATION ANNOUNCEMENT**

EXAM TITLE: BATTALION CHIEF  
EXAM CODE: 7FS11  
EXAM BASE: DEPARTMENTAL - PROMOTIONAL  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: MAY 24, 2017  
INTERVIEWS: JUNE 2017

The bulletin announcing the above examination is being re-advertised due to the determination that the recent Battalion Chief examination had significant irregularities. The final filing date is May 24, 2017. Applications must be postmarked no later than May 24, 2017.

Candidates who met the minimum qualifications for the November 14, 2016 – November 18, 2016 examination, as no action is necessary on your part as we will utilize the application you submitted for the prior examination. If you did not meet the minimum qualifications for the previous examination, your application will be reviewed to determine if you currently meet the minimum qualifications and you will be notified accordingly.

If you have had a change of address since your last application submission, please contact the CAL FIRE Examination Unit at (916) 445-7824 to update your address.

If you did not submit an application during the 2016 examination filing period, your application must be postmarked no later than May 24, 2017.



## BATTALION CHIEF

Exam Code: 7FS11

Department(s):	Department of Forestry & Fire Protection	
Opening Date:	05/10/2017	
Closing Date:	05/24/2017	
Type of Recruitment:	Departmental Promotional	
Salary:	MONTHLY-RANGED-SALARY - \$4,827.00 - \$6,104.00	
Employment Type:	Permanent Full-time	Limited Term Full-time
	Permanent Part-time	Limited Term Part-time
	Permanent Intermittent	Limited Term Intermittent
Exam Type:	Statewide	

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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 CAL FIRE as of **May 24, 2017**, 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 Filing Date: **May 24, 2017**

Examination/Employment Application (STD 678) is available at the California Department of Human Resources' website at [State Application](#). Examination/Employment Application (STD 678) may be submitted by mail, or delivered in person.

**Note:** Applications **will not** be accepted via e-mail.

### **MAIL:**

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

### **SUBMIT IN PERSON:**

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

Applications postmarked or personally delivered after the final filing date, **May 24, 2017**, will not be accepted for any reason.

**Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.**

## 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.

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

\$4827 - \$6104

## 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 **May 24, 2017**, 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

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.) **and**

Either I

Three years of experience in the California state service performing the duties of a Fire Captain or Fire Captain (Paramedic). [Applicants who gained employment with CAL FIRE by Board Resolution may compete if they have three years of full-time experience as a Fire Captain or Fire Captain (Paramedic). Experience with CAL FIRE may be combined with prior Fire Captain or Fire Captain (Paramedic) experience to meet this requirement.]

Or II

Five years of experience in the California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of Basic Fire Control training which includes the Fire Fighter Academy and Company Officer Academy.

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

## POSITION DESCRIPTION

This is the first working supervisory level. Under direction, Battalion Chiefs perform as subunit managers and direct personnel in the implementation of various departmental programs (e.g., training, safety, emergency command center, fire prevention, air operations, camps, fire stations); or perform staff and support functions of comparable difficulty and responsibility as either unit or Academy training officers, fire protection planning and/or prevention officers, local government fire marshals, or as region command center officers. In a headquarters or region assignment, a Battalion Chief provides staff support to a higher level manager who has responsibility for a major Department program. Responsibilities may include conducting arson and preliminary fire investigations, public information activities, and relief field battalion coverage.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **June 2017**.

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 AND ABILITIES

### Scope:

#### A. Knowledge of:

1. The Department's mission, vision, and value statements to carry out the daily activities of the California Department of Forestry and Fire Protection (CAL FIRE).
2. The Department's chain of command to ensure effective operation within the department.
3. The Department's organizational structure to work effectively within the organization.
4. Policies to correctly apply them to the given situation to support the Department's objectives.
5. Basic human anatomy to aid in medical emergencies.
6. Basic techniques and methods of team building and leadership to maintain a positive work environment.
7. Conflict resolution techniques to address and deal with conflicts and issues within the workplace.
8. Interagency relationships within Department programs to maintain effective cooperative relationships.
9. Cooperative agreements to ensure effective operation.

10. The Firefighters Bill of Rights, Peace Officer Bill of Rights Act, and Memorandum of Understanding (MOU) to ensure that employee rights are protected in accordance with State law.
11. Fire protection organization standards to ensure effective operations.
12. Employee Assistance Program and Employee Support Services to offer as a resource to personnel and/or coworkers.
13. The Department Substance Abuse Assistance Program to ensure proper administration.
14. The Department's safety procedures and programs to ensure personnel safety and compliance with State and Federal law.
15. Department issuance systems to ensure compliance with Department policy.
16. Downhill line construction guidelines, common denominators of near-miss, fatality incidents, Lookouts, Communication, Escape Routes, and Safety Zones, 10 Standard Firefighting Orders, and 18 Situations That Shout Watch Out to ensure wildland fire fighter safety.
17. Building construction types to ensure proper fire suppression tactics and firefighter safety.
18. Characteristics of building materials under varying degrees of fire intensity and duration to mitigate and suppress fires.
19. Adverse effects of emergency operations to mitigate damage and comply with Department policies and procedures.
20. Emergency Command Center operations for incident mitigation.
21. Accepted command systems to ensure proper organization and structure.
22. Life hazard notification policies to ensure scene safety.
23. The emergency response guidelines to ensure firefighter safety.
24. Principles and practices of emergency medical procedures to safely respond to and render medical aid.
25. Extinguishing agents to aid in fire suppression.
26. Fire protection and prevention methods used to suppress and prevent various types of fires.
27. Various aspects related to wildland fire behavior to safely and effectively suppress fires.
28. Helicopters and helitack capabilities for use in air support operation to aid in fire suppression and rescue.
29. Investigation techniques, methods, and practices to gather information for fire prevention and/or enforcing fire laws.
30. California Occupational Safety and Health Administration policies and regulations to ensure the health and welfare of employees.
31. Patient assessment to identify proper patient care.
32. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
33. The radio call plan to effectively utilize communication devices.
34. Tactics and strategies used in air support operations for fire suppression.
35. The proper use and maintenance of firefighting tools and equipment for fire prevention, suppression, mitigation, and repair.
36. The use, care, and inspection of Personal Protective Equipment (PPE) to ensure employee's health and wellbeing.
37. The Critical Incident Stress Management Program to assist in maintaining staff health and welfare.
38. The proper uses and abilities of air-ambulance and rescue helicopter to ensure patients are provided proper transportation to medical facilities.
39. Strategies and tactics used to suppress various types of fires.
40. Various codes and ordinances relating to land use, life hazard, fire hazard, and risk reduction to ensure compliance.
41. Wildland urban interface strategies and tactics to ensure structure defense.
42. Basic mathematic calculations for effective job performance.
43. Conservation camps and interactions with local government in cooperation with the California Department of Corrections and Rehabilitation to ensure safe and effective operations.
44. Computer software to maintain accurate records, communicate effectively, and contribute to the Department operations.
45. Department computer programs for personnel reporting to ensure compliance with Department policy.
46. Agency responsibility as it relates to fiscal accountability.
47. Inventory practices to ensure operational readiness.
48. Department requisition and purchasing procedures to acquire materials and equipment for facilities, programs, or projects.
49. Rescue/extrication equipment to safely and effectively remove entrapped victims.
50. Rescue/extrication techniques to safely and effectively remove entrapped victims.
51. Basic Life Support and Advanced Life Support airway adjuncts and techniques used on patients during medical and traumatic emergencies.
52. Basic Life Support and Advanced Life Support standards to ensure proper patient care.
53. Fire service ladders to ensure operational readiness and personnel and public safety.

54. Navigational aids for assistance in navigation and mapmaking.
55. Department Health and Fitness Policy to ensure compliance and promote the health and welfare of employees.
56. Wildland chainsaw operations for fire control and firefighter safety per National Wildfire Coordinating Group and Department policy.
57. Fire hazard reduction methods to mitigate and suppress fires.
58. Fire protection and prevention methods used to suppress and prevent various types of fires.
59. Fire protection systems for preplanning and fire suppression.
60. Firing methods, techniques, and equipment for fire prevention, suppression, and mitigation.
61. Fixed wing safety procedures to ensure crew safety during air operations.
62. Hazardous material incident command structures to safely mitigate the incident.
63. Hazardous material incident operations to identify and recognize the appropriate response.
64. Helicopter and helitack safety procedures to ensure crew safety during air operations.
65. Helicopters and helitack equipment for use in air support operations for fire suppression.
66. Investigation techniques, methods and practices to gather information for fire prevention and/or enforcing fire laws.
67. Lookouts, Communication, Escape routes, and Safety zones for wildland firefighting safety.
68. Low and high angle rescues to bring lost and/or injured victims to safety and ensure firefighter safety.
69. Mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public and private entities.
70. Patient vital signs and symptoms to identify proper patient care.
71. Project management techniques to ensure the progress and completion of work assignments and tasks conform to the overall project and organizational objectives.
72. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
73. Rapid intervention crew tactics for firefighter safety and rescue.
74. Rescue, Exposure, Confinement, Extinguishment, Overhaul with salvage and ventilation procedures to effectively mitigate the situation.
75. Ropes and knots to prepare victims, personnel, or equipment for movement and rescue.
76. Safety precautions to provide protection from communicable diseases.
77. Specialized and technical rescue procedures to mitigate incidents and ensure firefighter safety and survival.
78. Tactics and strategies used in air support operations for fire suppression.
79. Techniques used to decontaminate medical equipment following incidents to ensure employee and public safety.
80. The 10 Standard Firefighting Orders and 18 Situations That Shout Watch Out for wildland firefighting safety.
81. The appropriate use and maintenance of firefighting power tools and equipment for fire prevention, suppression, and mitigation.
82. The appropriate use and maintenance of firefighting tools and equipment for fire prevention, suppression, and mitigation.
83. The appropriate use, care, and inspection of personnel protective equipment to ensure firefighter safety and survival.
84. The emergency response guides to ensure firefighter safety.
85. The inspection, maintenance, and safe operation of department mobile equipment.
86. The strategies and tactics used to suppress various types of fires.
87. Three Stripes You're Out hazardous flagging policy for firefighter safety.
88. Various local, State and Federal laws, codes, and ordinances relating to land use, life hazard, fire hazard and risk reduction to ensure compliance.
89. City Councils, Board of Supervisors, and Board of Directors and the application of necessary policy and procedures.

**B. Skill to:**

1. Construct a fire line using tools to limit fire spread in various fuel types and conditions.
2. Manipulate various tools for safe and effective use.
3. Operate firefighting equipment for safe and effective use during fire suppression and training.
4. Operate various types of ladders for safe and effective operation and performance.
5. Operate various fire pumps for safe and effective use during fire suppression and training.
6. Use extrication tools and equipment to rescue pinned or trapped victims.
7. Render basic/advanced medical aid to stabilize patients.
8. Tie knots to prepare victims, personnel, or equipment for movement and rescue.
9. Perform low or high angle rescue in order to bring lost or injured victims to safety.
10. Perform basic water rescue to assist persons who have fallen in or are stranded by water.

11. Use navigation tools for assistance in navigation and mapmaking.
12. Safely drive and operate emergency equipment through adverse conditions.
13. Use communication equipment for effective communication in emergency and non-emergency situations.
14. Multi-task during emergency and non-emergency situations.
15. Perform mechanical repairs on vehicles and small appliances to ensure operational readiness.
16. Speak to others in English to effectively convey information at the high school graduate level.
17. Produce written correspondence in English at the high school graduate level to effectively convey information.
18. Read and comprehend information at the high school graduate level to effectively interpret information.
19. Communicate effectively with the public to receive and convey information at the level equivalent to a high school graduate level.
20. Operate Self Contained Breathing Apparatus equipment for effective operation and use.
21. Use proper lifting mechanics to prevent personal injury.
22. Perform arduous physical activity while carrying equipment in all conditions and terrain for effective job performance.
23. Operate resuscitator and/or bag valve mask to individuals having difficulty breathing and in respiratory failure.
24. Perform a task using manual dexterity in order to utilize tools and equipment in an emergency and non-emergency situations.
25. Operate medical devices to render medical aid.
26. Don infectious control personal protective equipment to provide for firefighter safety according to Department policy.
27. Don appropriate fire and safety gear to provide for firefighter safety according to Department policy.

**C. Ability to:**

1. Direct and evaluate operational resources to safely and successfully mitigate incidents and ensure firefighter safety.
2. Differentiate fact from non-fact in order to make the correct informed decisions to ensure the best incident outcome.
3. Read and comprehend various pieces of written material to complete a variety of assignments.
4. Analyze situations and data to determine the most appropriate course of actions to mitigate incidents or problems.
5. Safely coordinate operations on the ground with air resources to maximize available resources and ensure safe operations.
6. Communicate ideas and information verbally to staff, stakeholders, agencies, and public and private entities.
7. Consult with staff, stakeholders, agencies, and public and private entities about issues and/or projects via telephone, email, and in person.
8. Remain calm and perform effectively in high stress situations.
9. Explain complicated information in simple, understandable language to ensure comprehension from a variety of audiences.
10. Maintain confidentiality to ensure compliance with applicable laws and regulations.
11. Present ideas and information effectively to various entities in order to communicate and meet operational needs.
12. Listen to ensure optimal comprehension of information, ideas, or directives.
13. Perform regular and/or relief field Battalion coverage to manage day-to-day operations and all-risk emergency incidents.
14. Command emergency incidents in compliance with law, policy, agency agreements, and established procedures.
15. Demonstrate leadership under unusually stressful conditions in both emergency and non-emergency situations.
16. Solve problems by planning, staffing, and reviewing that emergency and non-emergency objectives are met.
17. Administer emergency medical treatment to sick and injured patients.
18. Safely drive and operate emergency equipment through adverse conditions.
19. Prepare clear and concise reports to comply with Department policy.
20. Read and comprehend reference manuals and training materials for a variety of work assignments.

21. Learn new information techniques and skills quickly and retain the information for extended periods of time.
22. Apply training and experience in emergency and non-emergency situations.
23. Operate a variety of electronic equipment to accomplish job duties and ensure effective job performance.
24. Use computer software to complete reports and presentations, create documents, conduct research, and communicate appropriately with others.
25. Identify problems and issues which impact the progress of work projects or assignments.
26. Effectively manage time with multiple assignments and deadlines to ensure timely completion.
27. Establish and maintain priorities in order to complete projects and assignments on time and within budgetary constraints.
28. Adapt to changing priorities, work assignments, and other interactions that may impact pre-established courses of action.
29. Work independently on projects or assignments with minimal to no supervision.
30. Read and comprehend written materials in order to apply information and determine appropriate courses of action.
31. Edit written materials to ensure accuracy and completeness.
32. Communicate ideas and information in writing to staff, stakeholders, agencies, and public and private entities.
33. Work as a member of a team to reach a common goal or objective.
34. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and/or spectators at an incident.
35. Make presentations on a variety of topics to communicate and educate a variety of audiences.
36. Establish and maintain cooperative relationships with Department staff and the public to meet the mission of the Department.
37. Use tact and diplomacy when working with people with different ideas and backgrounds.
38. Maintain a healthy work environment that is free of discrimination and harassment.
39. Resolve interpersonal problems or conflicts in order to maintain and improve the work environment.
40. Perform various duties for extended periods of time without rest.
41. Perform required duties in extreme environments to ensure safety.
42. Safely drive a variety of vehicles in adverse weather conditions and terrain.
43. Use and maintain firefighting tools and equipment to ensure operational readiness.
44. Perform mathematical calculations to prepare various reports and logs.

## **VETERANS PREFERENCE**

Veterans' preference credits are not granted in promotional examinations.

## **CAREER CREDITS**

Career credits are not granted in promotional examinations.

## **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)



## SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the state to complete work activities.

## SPECIAL REQUIREMENTS

**NOTE: The Special Requirements apply only to positions designated as peace officers**

### FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

### BACKGROUND INVESTIGATION

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

### CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

### AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

### EDUCATION REQUIREMENT

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

## 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/9723.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** at [State Application](#) California Department of Human Resources offices, 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, at the State Personnel Board office, 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:** 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 California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**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 requirement 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) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento California 95814).

**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.