

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: UNIT CHIEF
EXAM CODE: 7FS21
EXAM BASE: DEPARTMENTAL PROMOTIONAL
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: JANUARY 29, 2018*

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to January 29, 2018. Applications must be postmarked no later than January 29, 2018.

**It is anticipated that the examination will be held in February/March 2018.

PLEASE DO NOT RESUBMIT AN APPLICATION IF YOU HAVE ALREADY APPLIED FOR THIS EXAMINATION.



UNIT CHIEF

Exam Code: 7FS21

Department(s):	Department of Forestry & Fire Protection
Opening Date:	January 3, 2018
Closing Date:	January 29, 2018
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY \$7529 - \$9496
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO/DRUG FREE STATEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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 January 29, 2018, 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.

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.

ELIGIBLE INFORMATION

A Departmental Promotional 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 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.)

Two years of experience in the California state service performing the duties of an Assistant Chief with Fire Administration/Fire Operations experience. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

Unit Chiefs have management responsibility of all Department of Forestry and Fire Protection programs for a specified geographical area called a unit.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during February/March.

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:

Knowledge of:

1. Forestry and wildland management practices (e.g., timber harvesting, vegetation management, pest management) to ensure compliance.
2. The Department's safety procedures and programs [e.g., Injury and Illness Prevention Program (IIPP), Workers' compensation Program (WCP), Occupational Safety and Health Administration (OSHA), Respiratory Protection Program (RPP)] to ensure personnel safety and compliance with Federal and State law.
3. Computer software programs (e.g., Excel, Power Point, Word) to ensure effective job performance.
4. Department computer programs (e.g., CalATERS, ePay, eFC33) for personnel reporting to ensure compliance with Department policy.
5. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer a resource to personnel and/or coworkers.
6. Modern fire protection organization standards/guidelines and management practices [e.g., FIRESCOPE, National Fire Protection Association (NFPA), National Wildfire Coordinating Group (NWCG)] used to guide wildland and structural fire protection, as well as other emergency services.
7. Modern fire prevention methods used to deliver wildland and structural fire protection.
8. Emergency Incident Management Systems [e.g., Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS)] for proper incident management and organization.
9. Emergency Command Center (ECC) operations for efficient command and control of emergency resources.

10. Strategies (e.g., indirect, direct, combination) used to safely and effectively suppress various types of fires (e.g., vehicle, structure, wildland)
11. Fire protection cooperative agreements (e.g., Federal, State, local) to ensure effective operation.
12. Measures to reduce adverse effects caused by emergencies (e.g., environmental, political, economic).
13. Personal Protective Equipment (PPE) (e.g., maintenance, application, care) to ensure safety of personnel and to comply with State and Federal regulations.
14. Fire suppression principles for various types of fires (e.g., structural, vehicle, wildland) to safely and effectively mitigate an incident.
15. Emergency operations (e.g., rescue, fire suppression, HAZMAT response) to mitigate incidents in a safe and effective manner.
16. Fire history to assist in the prevention and/or suppression of wildland fires.
17. Personnel procedures (e.g., employee evaluations, progressive discipline, effective supervision) to promote an effective workforce.
18. Managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
19. Various Bargaining Unit (BU) Memorandums of Understanding (MOU) to ensure Department compliance.
20. Time reporting procedures to maintain personnel records.
21. Managerial and leadership methods to promote effective unit personnel management.
22. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
23. Promoting equal opportunity (e.g., selection, development, and promotion) of employees to maintain a discrimination and harassment free environment.
24. Equal Employment Opportunity (EEO) policies in the workplace.
25. Federal and State environmental regulations [e.g., California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA)] to ensure an effective and compliant work environment.
26. Applicable codes, laws, rules and regulations [e.g., Public Resource Code (PRC), Health and Safety Code (HSC), California Fire Code (CFC)] to ensure appropriate application.
27. Department intranet to access Department specific information, policies, and forms.
28. Department's organizational structure to work effectively within the organization.
29. Department's mobile equipment accident reporting policy (e.g., reporting, forms) to ensure appropriate documentation.
30. Department forms, purpose and application (e.g., incident, personnel, safety) for effective job performance.
31. Critical Incident Stress Management (CISM) to support employee's health.
32. Department substance abuse policy to ensure workforce health and safety.
33. Ryan White Act in the event of an actual and/or potential communicable disease exposure to ensure appropriate policies and procedures are followed according to Department standards.
34. California Vehicle code and Department policies as it pertains to the operation of emergency vehicles for safe and effective job performance.
35. Writing elements (e.g., spelling, grammar, punctuation, sentence structure) to ensure written materials are complete, concise, and error free.
36. Mobile communication devices (e.g., cell phones, two-way radios, Mobile Data Computers) to effectively communicate with others.
37. State-wide radio call plan to effectively communicate with Emergency Command Centers (ECC) and other emergency responders.
38. Various terminology (e.g., incident command system, medical, fire) to communicate effectively.
39. Instructional techniques, methods, and management to provide effective training and leadership.
40. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
41. Basic Life Support (BLS) programs to ensure proper training of personnel.
42. Care, maintenance, application, and replacement of mobile equipment to ensure viable emergency response capability
43. Facility operations (e.g., service center, communication vaults, fire stations) to ensure proper maintenance and operational readiness.
44. Fire suppression tools and equipment to effectively manage unit operations.
45. Navigational aids [e.g., Global Positioning Systems (GPS), maps, compass] for assistance in navigation.
46. Department's mission, vision, and value statements to carry out the day to day activities of the Department.
47. Department's Strategic Plan to carry out the day to day activities of the Department.
48. Department's Code of Conduct to ensure appropriate behavior of oneself and others.
49. Department policies and procedures to ensure effective unit operations.
50. California Department of Corrections and Rehabilitation (CDCR) laws and codes pertaining to CAL FIRE's use of inmates and wards to maintain effective operation.
51. Department budgeting processes to oversee program budgets for fiscal responsibility.
52. Department acquisition procedures to acquire materials and equipment.
53. Department cost recovery program to recover suppression costs.
54. Knowledge of interagency agreements between CAL FIRE and other state agencies [e.g., California Conservation Corps (CCC), California Highway Patrol (CHP), State Parks] to ensure effective operations.
55. Mathematic calculations (e.g., algebra, arithmetic, basic accounting) for effective job performance.

Skill to:

1. Safely operate Department vehicles through adverse conditions (e.g., Code 3, off road, poor visibility).
2. Operate computers to ensure operation effectiveness.
3. Tactfully and diplomatically handle situations for successful job performance.
4. Speak to others to effectively convey information (e.g., incident, safety, education).
5. Conduct oral presentations to ensure effective communication.
6. Use communication equipment (e.g., radio, telephone, Mobile Data Computer) for effective communication in emergency and non-emergency situations.
7. Multi-task during emergency and non-emergency situations.
8. Communicate effectively orally and in writing.

Ability to:

1. Apply principles and methods of effective supervision to provide guidance and direction.
2. Fulfill managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
3. Effectively promote equal opportunity employment to maintain a compliant and fair work environment.
4. Effectively maintain a work environment which is free of discrimination and harassment to ensure a tolerant work environment.
5. Perform at a command level during emergencies for successful incident mitigation.
6. Demonstrate leadership under stressful conditions in emergency and non-emergency situations to ensure safe and effective operations.
7. Coordinate the work of others to meet goals and objectives in a timely manner.
8. Prepare disciplinary actions (e.g., corrective memorandums, adverse actions, letters of expectation) to properly document employee performance.
9. Apply codes, regulations, and Department policies and procedures to ensure proper understanding and execution.
10. Supervise operations (e.g., program, project, emergency) for successful job performance.
11. Participate in and assist with various projects to meet Department goals.
12. Develop program plans and standards to further the Department's mission and goals.
13. Oversee the implementation of new and/or revised programs to ensure effectiveness.
14. Develop and maintain plans for mutual-aid cooperative fire protection systems to meet the Department's mission.
15. Operate electronic equipment (e.g., computer, smartphone, audio/visual systems) to ensure efficiency.
16. Coordinate programs, projects, and emergency operations for successful incident mitigation.
17. Conduct strategic analyses in order to choose an appropriate action.
18. Plan for cooperative fire protection agreements for successful delivery of services.
19. Manage cooperative fire protection agreements for successful delivery of services.
20. Effectively communicate (e.g., oral, written) in stressful situations and adverse conditions.
21. Read, write, and speak English to successfully complete tasks.
22. Listen effectively to successfully complete tasks and communicate.
23. Prepare and maintain reports and records to ensure accuracy of unit functions.
24. Maintain Department required certifications and qualifications e.g., Incident Command System (ICS), Cardiopulmonary Resuscitation (CPR), Emergency Medical Service (EMS)] to ensure safe and effective operations.
25. Work with others (e.g., coworkers, fire protection agencies, the public) to instill a constructive work environment.
26. Interpret various materials (e.g., reference manuals, road maps, reports) to ensure accuracy.
27. Present in a variety of situations to ensure effective communication.
28. Work in a team environment to ensure effective operation.
29. Work individually to ensure effective operation.
30. Perform mathematical calculations (e.g., algebra, arithmetic, basic accounting) for effective job performance.
31. Analyze details from several sources to develop an appropriate conclusion.
32. Establish priorities to ensure completion of assignments.
33. Identify problems and develop solutions to ensure appropriate action is taken.
34. Provide customer service to the public to ensure complaints are resolved in a timely manner.
35. Adapt to a changing work environment to ensure effective operations under all conditions.
36. Reprioritize urgent assignments with short notice when new assignments are given.
37. Assess situations and make immediate decisions under emergency situations.
38. Lead others to ensure effective operation to meet the needs of the Department.
39. Manage and direct others to ensure effective operation.
40. Direct all levels of personnel to ensure effective operation.
41. Follow chain of command to ensure effective operation.
42. Participate in training sessions to increase technical, administrative, and manipulative skills.

FILING INSTRUCTIONS

Final Filing Date: January 29, 2018

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at <https://calcareers.ca.gov/pdf/STD678.pdf>. 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: Penny Condit) P.O. Box 944246 Sacramento, CA 94244-2460	SUBMIT IN PERSON: Department of Forestry and Fire Protection Examination Unit – (Attention: Penny Condit) 1300 U Street Sacramento, CA 95818
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If you meet the entrance requirements for this classification, put the title of the examination you wish to take on the application. Applications postmarked or personally delivered after the final filing date 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.

Interested applicants are required to submit:

*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment relevant to the Minimum Qualifications identified in this bulletin. Applications are available on the internet at www.jobs.ca.gov.

*A Resume outlining your most recent experience during the last five (5) years working in jobs with duties applicable to the job duties described in this exam announcement and to the class specification (see below for class specification information). Please be specific and provide the dates you worked in each position and the duties performed.

VETERANS PREFERENCE

Veteran's points are not granted in Departmental promotional examinations.

CAREER CREDITS

Career credits are not granted in Departmental promotional examinations.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles, willingness to wear job-required attire, protective clothing, and other safety equipment; willingness to take direction from a subordinate at an emergency incident; willingness to adhere to Department grooming standards and maintain personal hygiene; willingness to maintain strength, agility, and endurance to perform job assignments; willingness to work with inmates and wards; willingness to work long and irregular hours under stressful conditions, in remote parts of the State, and during the fire season, to remain available for duty assignments 24 hours a day as required; ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; color vision and visual acuity sufficient to perform the duties of the position; ability to perform and exercise good judgment under emergency or other stressful situations; and ability to operate specialized equipment (e.g., personal computers, audio visual, fire apparatus, vehicles, and camera).

CONTACT INFORMATION

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

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/1042.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.

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: Will be awarded 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. 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. Additional information is also available at the Department of Veterans Affairs website at www.calvet.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).

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.