



Forestry and Fire Protection Administrator

Exam Code: 7FS22

Department:	Department of Forestry & Fire Protection
Opening Date:	January 23, 2018
Closing Date:	February 16, 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 STATEMENTS

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 CAN 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 February 16, 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

"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, to assist a Region Chief in planning, organizing, and directing programs of the Department of Forestry and Fire Protection, to serve as Assistant Region Chief, and to act in the absence of the Region Chief; or to have in-charge responsibility at the Fire Academy for administration of statewide training; or, in departmental headquarters, under the general direction of a Deputy Director, to coordinate a complex and difficult statewide program in the area of resource management or fire protection; and to do other related work.

EXAMINATION INFORMATION

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

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. Fire service aviation management programs [e.g., Aviation Information Management System (AIMS), Automated Flight Following (AFF), Modular Airborne Fire Fighting System (MAFFS)] to ensure operational effectiveness and efficiency of aircraft assets.
2. Forestry and wildland management practices (e.g., timber harvesting, vegetation management, pest management) to ensure compliance.
3. 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.
4. Computer software programs (e.g., Excel, Power Point, Word) to ensure effective job performance.
5. Department computer programs (e.g., CalATERS, ePay, eFC33) for personnel reporting to ensure compliance with Department policy.
6. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer a resource to personnel and/or coworkers.
7. 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.
8. Modern fire prevention methods used to deliver wildland and structural fire protection.
9. 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.
10. Emergency Command Center (ECC) operations for efficient command and control of emergency resources.
11. Strategies (e.g., indirect, direct, combination) used to safely and effectively suppress various types of fires (e.g., vehicle, structure, wildland).
12. Fire protection cooperative agreements (e.g., Federal, State, local) to ensure effective operation.
13. Measures to reduce adverse effects caused by emergencies (e.g., environmental, political, economic).
14. Personal Protective Equipment (PPE) (e.g., maintenance, application, care) to ensure safety of personnel and to comply with State and Federal regulations.
15. Fire suppression principles for various types of fires (e.g., structural, vehicle, wildland) to safely and effectively mitigate an incident.
16. Emergency operations (e.g., rescue, fire suppression, HAZMAT response) to mitigate incidents in a safe and effective manner.
17. Fire history to assist in the prevention and/or suppression of wildland fires.
18. Personnel procedures (e.g., employee evaluations, progressive discipline, effective supervision) to promote an effective workforce.
19. Managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
20. Various Bargaining Unit (BU) Memorandums of Understanding (MOU) to ensure Department compliance.
21. Time reporting procedures to maintain personnel records
22. Managerial and leadership methods to promote effective unit personnel management.
23. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
24. Promoting equal opportunity (e.g., selection, development, and promotion) of employees to maintain a discrimination and harassment free environment.
25. Equal Employment Opportunity (EEO) policies in the workplace.
26. 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.
27. 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.
28. Department intranet to access Department specific information, policies, and forms.
29. Department's organizational structure to work effectively within the organization.
30. Department's mobile equipment accident reporting policy (e.g., reporting, forms) to ensure appropriate documentation.
31. Department forms, purpose and application (e.g., incident, personnel, safety) for effective job performance.
32. Critical Incident Stress Management (CISM) to support employee's health.
33. Department substance abuse policy to ensure workforce health and safety.

34. The 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.
35. California Vehicle code and Department policies as it pertains to the operation of emergency vehicles for safe and effective job performance.
36. Writing elements (e.g. spelling, grammar, punctuation, sentence structure) to ensure written materials are complete, concise, and error free.
37. Mobile communication devices (e.g., cell phones, two-way radios, Mobile Data Computers) to effectively communicate with others.
38. State-wide radio call plan to effectively communicate with Emergency Command Centers (ECC) and other emergency responders.
39. Various terminology (e.g., incident command system, medical, fire) to communicate effectively.
40. Instructional techniques, methods, and management to provide effective training and leadership.
41. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
42. Basic Life Support (BLS) programs to ensure proper training of personnel.
43. Advanced Life Support (ALS) programs to ensure proper training of personnel.
44. The care, maintenance, application, and replacement of mobile equipment to ensure viable emergency response capability
45. Facility operations (e.g., service center, communication vaults, fire stations) to ensure proper maintenance and operational readiness.
46. Fire suppression tools and equipment to effectively manage unit operations.
47. Navigational aids [e.g., Global Positioning Systems (GPS), maps, compass] for assistance in navigation.
48. Tools (e.g., hand, power, specialized) for safe and effective use.
49. The Department's mission, vision, and value statements to carry out the day to day activities of the Department.
50. The Department's Strategic Plan to carry out the day to day activities of the Department.
51. The Department's Code of Conduct to ensure appropriate behavior of oneself and others.
52. Department policies and procedures to ensure effective unit operations.
53. The California Department of Corrections and Rehabilitation (CDCR) laws and codes pertaining to CAL FIRE's use of inmates and wards to maintain effective operation.
54. 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. Department budgeting processes to oversee program budgets for fiscal responsibility.
56. Department acquisition procedures to acquire materials and equipment.
57. Department cost recovery program to recover suppression costs.
58. Grant processes (e.g., writing, submission, management) to obtain additional funding for the Department.
59. Mathematic calculations (e.g., algebra, arithmetic, basic accounting) for effective job performance.
60. Local support services to ensure the welfare of the public.

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. Use navigation tools [e.g., Global Positioning Systems (GPS), maps, compass] for assistance in navigation and mapmaking.
4. Use various tools (e.g., hand, power, specialized equipment) in a safe and effective manner.
5. Tactfully and diplomatically handle situations for successful job performance.
6. Speak to others to effectively convey information (e.g., incident, safety, education).
7. Conduct oral presentations to ensure effective communication.
8. Use communication equipment (e.g., radio, telephone, Mobile Data Computer) for effective communication in emergency and non-emergency situations.
9. Multi-task during emergency and non-emergency situations.
10. 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, Cardiopulmonary Resuscitation, 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 other 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: February 16, 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.

<p>MAIL:</p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Penny Condit) P.O. Box 944246 Sacramento, CA 94244-2460</p>	<p>SUBMIT IN PERSON:</p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Penny Condit) 1300 U Street Sacramento, CA 95818</p>
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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

Veterans' Preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

DISTINGUISHING CHARACTERISTICS

PERSONAL CHARACTERISTICS

Willingness to travel long distances during emergency and non-emergency assignments for effective job performance, Willingness to respond to incidents at any time to meet the needs of the Department, Willingness to mitigate mentally and emotionally stressful situations to meet the needs of the Department, Willingness to respect sensitive situations and maintain confidentiality (e.g., criminal investigations, death notices, personnel information) to meet the needs of the Department, Willingness to be exposed to traumatic or graphic situations to meet the needs of the Department, Willingness to assess situations and make immediate decisions under emergency situations, Willingness to remain calm when confronted by the public, Willingness to accept increasing responsibility to meet the needs of the Department, Willingness to lead others to ensure effective operation to meet the needs of the Department, Willingness to mentor others to encourage employee growth and success, Willingness to manage and direct other to ensure effective operation, Willingness to direct all levels of personnel to ensure effective operation, Willingness to work in proximity to inmates/wards to ensure safe and effective operation, Willingness to follow chain of command to ensure effective operation, Willingness to build and maintain effective relationships with staff and the public, Willingness to comply with the Department code of conduct, Willingness to maintain personal appearance (e.g., hygiene, uniform, demeanor) in accordance with the Department Grooming Standards, Willingness to abide by the Department's policies and procedures, Willingness to obtain Department required certifications (e.g., Incident Command Systems, Cardiopulmonary Resuscitation, First Responder) to ensure safe and effective operations, Willingness to maintain Department required certifications and qualifications (e.g., Incident Command System, Cardiopulmonary Resuscitation, EMS) to ensure safe and effective operations, Willingness to participate in training sessions to increase technical, administrative, and manipulative skills, Willingness to respond to work communication (e.g., phone, text, email) while off duty, Willingness to work on a computer for an extended period of time, Willingness to work long and irregular hours to meet the needs of the Department, Willingness to work independently to meet the needs of the Department, Willingness to work in a group to meet a common goal or objective, Willingness to work in inclement conditions (e.g., smoky, noisy, dusty) to meet the needs of the Department, Willingness to work in remote locations to meet the needs of the Department, Willingness to be away from family for an extended period of time to meet the needs of the Department, Willingness to travel long distances to meet the needs of the Department, Willingness to work off the grid (e.g., no utilities, cell phone, internet) when necessary to ensure effective operation, Willingness to be objective when making decisions to meet the needs of the Department, Willingness to maintain a valid driver's license to enable the legal operation of a Department-owned vehicle.

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/1031.aspx>

GENERAL INFORMATION

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: Tests 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 CalHR (www.jobs.ca.gov) and local offices of the Employment Development Department (www.edd.ca.gov).

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.