

## **REVISED EXAMINATION ANNOUNCEMENT**

EXAM TITLE: FIREFIGHTER II (PARAMEDIC)

EXAM CODE: 8FS01

EXAM BASE: OPEN - NONPROMOTIONAL

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: January 3, 2018\*

WRITTEN EXAMS: February/March, 2018\*\*

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

\* Examination/Employment Application (STD. 678) forms must be postmarked no later than 5:00 p.m. **January 3, 2018** to be evaluated for the upcoming examination. Forms postmarked after January 3, 2018, will be considered in the next examination administration; there will be no reschedules.

***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.***

This examination is being administered on a continuous basis. If you have submitted an Examination/Employment Application (STD. 678) form after April 21, 2017, it is not necessary for you to submit a new form. Please do not resubmit an application if you have already applied for this examination.

\*\*It is anticipated that the written examinations will be held in February/March, 2018.



## FIRE FIGHTER II (PARAMEDIC)

Exam Code: 8FS01

<b>Department(s):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>Cut-Off Date:</b>	<b>January 3, 2018</b>
<b>Type of Recruitment:</b>	<b>Open – Nonpromotional</b>
<b>Salary:</b>	<b>\$3,571.00 - \$4,511.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Limited Term Full-time</b>
<b>Exam Type:</b>	<b>Statewide</b>

### EEO

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.

### 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. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

### FILING INSTRUCTIONS

Final Filing Date: **JANUARY 3, 2018.**

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.

#### **MAIL:**

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

#### **SUBMIT IN PERSON:**

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

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

**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 Exam Unit at (916) 445-7824.

## SALARY INFORMATION

\$3,571.00 - \$4,511.00

## ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 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 as stated on this examination bulletin as of the date the exam is given.

**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

Minimum age of 18 years at the time of appointment (Candidates who are within two months of satisfying the age requirement will be admitted to the examination.) **and**

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**

Possession of a current Emergency Medical Technician-Paramedic (EMT- P) certificate issued by a California County Health Officer; or enrollment in an approved paramedic training program within five months of completion. (Proof of paramedic certification applicable to county of employment will be required prior to appointment.)

**NOTE: APPLICANTS MUST ATTACH A COPY OF THEIR CURRENT EMT-P LICENSE/CERTIFICATE TO THE EXAMINATION/EMPLOYMENT APPLICATION (STD. 678). APPLICANTS CURRENTLY ENROLLED IN A PARAMEDIC TRAINING PROGRAM WHO ARE WITHIN FIVE MONTHS OF COMPLETION MUST ATTACH A LETTER FROM THE PARAMEDIC COLLEGE/SCHOOL THEY ARE ATTENDING INDICATING THE ENDING DATE OF HIS/HER TRAINING, INCLUDING FIELD INTERNSHIP, TO THE EXAMINATION/EMPLOYMENT APPLICATION (STD. 678) **and****

**Experience:**

**"Either I"**

Three months of fire-fighting experience.

**"Or II"**

One year of experience as a certified volunteer fire fighter.

**"Or III"**

Completion of training courses, prerequisite for Fire Fighter I Certification.

## “Or IV”

One year of experience as a Fire Prevention Specialist I and successful completion of the mandatory training courses prescribed for a Department of Forestry and Fire Protection Fire Fighter I

### POSITION DESCRIPTION

Under supervision, (1) as a member of a fire apparatus crew, to perform the full range of fire-fighting duties in suppression of vehicle, building, improvement and vegetation fires; to assist in building, grounds, and equipment maintenance and repair; and (2) as a member of a paramedic team, to perform paramedic duties in emergency medical situations; and to do other related work.

### EXAMINATION INFORMATION

The examination will consist of a written test weighted 100%. The written examination will consist of predetermined job-related questions from the following categories:

- Wildland fires
- Structure fires
- Special incidents
- Station operations
- Mathematics
- Emergency Medical Services
- Cardiology
- Pediatrics
- Trauma
- Anatomy and Physiology
- Pharmacology
- Critical Thinking

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 WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Scope:

#### A. Knowledge of:

1. Emergency operations to mitigate incidents in a safe and effective manner.
2. Principles and practices of emergency medical procedures to safely respond to and render medical aid.
3. Basis Life Support (BLS) and Advanced Life Support (ALS) airway adjuncts and techniques used on patients during medical and traumatic emergencies.
4. Patient assessment to effectively treat patients at the Basic Life Support (BLS) and Advanced Life Support (ALS) level.
5. Proper ladder placement in various situations and emergency incidents to ensure personnel and public safety.
6. Patient triage procedures and techniques to ensure appropriate treatment is administered.
7. Pharmacology as appropriate for patient care and scope of practice.
8. Intervention crew/team tactics for firefighter safety and rescue.
9. LCES (Lookouts, Communication, Escape routes, Safety zones) to ensure incidents safely.
10. Rescue/extrication equipment to safely and effectively remove entrapped victims.
11. Incident accountability techniques to ensure personnel safety.
12. Reference materials to ensure firefighter safety and survival.
13. Techniques involved in performing extractions in search and rescue operations to assist performance in emergency response.
14. Hazardous material incident operations to analyze the situation and determine the appropriate actions to safely minimize and/or mitigate an incident.
15. Specialized rescue procedures to safely and effectively rescue entrapped victims.
16. The proper uses and abilities of air-ambulance and rescue helicopter to ensure proper transport of patient to appropriate medical facility.
17. Basic tactics and techniques used in aerial firefighting to assist in fire suppression activities and to ensure safety of personnel.
18. Emergency scene safety practices to ensure the safety of the public and emergency response personnel.
19. Safety gear to ensure compliance with safety rules, regulations, and personal safety.

20. Structural chainsaw operations to ensure life, safety, and compliance with Department Chainsaw policy.
21. Standard response plans for appropriate response to incidents.
22. Decontamination techniques used to minimize the spread of communicable diseases following an incident.
23. Basic helicopters and helitack equipment capabilities for use in air operations.
24. Basic helicopter and helitack safety procedures to ensure the safety of personnel.
25. Basic fixed wing safety procedures to ensure the safety of personnel.
26. Rescue, Exposure, Confinement, Extinguishment, Overhaul (RECEO) with salvage and ventilation procedures to ensure effective operations in structural fires.
27. The proper uses and abilities of transport resources to ensure patient is provided proper transport to appropriate medical facility.
28. Life hazard notification policies to ensure scene safety.
29. Defensive driving techniques to safely operate Department vehicles in emergency and non-emergency situations.
30. Utility control to ensure personnel safety during incidents.
31. Basic mechanical advantage systems for rescue operations.
32. Thermal imaging devices and proper application and use in emergency and non-emergency situations.
33. Hazardous material storage to ensure environmental safety and compliance with local, State, and Federal laws.
34. Hazardous material incident command structure to safely mitigate the incident.
35. Fire suppression principles for various types of fires to safely and effectively mitigate an incident.
36. The strategies used to safely and effectively suppress various types of fires.
37. Wildland firefighting safety rules of engagement to ensure safe operations.
38. The tactics used to suppress various types of fires.
39. Basic fire behavior to identify the most effective extinguishing methods.
40. Factors affecting wildland fire behavior to ensure safe and effective operations.
41. Wildland-urban interface strategies and tactics for structure defense to safely and adequately defend life, property, and resources.
42. Building construction types for fire suppression tactics and firefighter safety.
43. Extinguishing agents and their appropriate use during fire suppression.
44. Fire protection systems for preplanning and fire suppression.
45. Wildland chainsaw operations for fire control and firefighter safety per National Wildfire Coordinating Group (NWCG) and Department policy.
46. Fire hose maintenance to ensure operational readiness and firefighter safety.
47. Fire tools and equipment to ensure proper use and maintenance.
48. Fire apparatus and their capabilities for effective use and maintenance.
49. Fire hose types to ensure appropriate use in fire suppression and other activities.
50. Firing methods and techniques used during fire activities for safe and effective fire operations.
51. Hand and power during emergency and non-emergency incidents to remove fuel and assist in fire suppression and prevention.
52. Basic fire ground hydraulics to provide safe and effective water use.
53. Hose deployment techniques to effectively suppress and mitigate various types of fires.
54. Firing tools and equipment used during fire activities for safe and effective fire operations.
55. The various fire cause classifications for statistical and investigative purposes.
56. Fire preplans to identify appropriate response and resource allocation.
57. Basic Life Support (BLS) to effectively treat patients.
58. Basic Advanced Life Support (ALS) to assist medical aid provider with techniques.
59. Safety precautions to provide protection from communicable diseases.
60. Basic human anatomy for effective treatment of patients during medical emergencies.
61. Continuous Quality Improvement (CQI) standards to ensure proper patient care and document trending of patient care.
62. Mobile communication devices to effectively communicate with others.
63. National Incident Management Systems (NIMS) to effectively respond to, organize, and direct emergency resources.
64. Various terminology to communicate effectively.
65. Facility operations to ensure proper maintenance and operational readiness.
66. Weather observation tools and techniques to obtain location specific weather information.
67. Navigational aids for assistance in navigation and mapmaking.
68. The Department's and cooperating agencies' communications systems to allow effective communications between agencies.
69. The appropriate use and maintenance of firefighting tools and equipment to ensure safe and effective utilization.
70. The maintenance and safe operations of Department equipment to ensure safe and effective utilization.
71. Methods, materials, and equipment used in minor construction and maintenance for project completion.
72. Selection, maintenance, and inspection methods for safety gear to ensure compliance with safety rules, regulations, and personal safety.
73. Basic vehicle maintenance and repair to ensure safety and operational readiness.
74. Fire service ladders to ensure operational readiness and personnel and public safety.

75. The maintenance and operation of Department mobile equipment to ensure safe and effective utilization.
76. Basic mechanics to perform general repairs to ensure proper maintenance and operational readiness.
77. Basic construction for appropriate maintenance and project completion.
78. Ropes and related equipment and their proper use and maintenance.
79. Safe food handling methods to ensure health and wellbeing of personnel to avoid food borne pathogens.
80. The Department's organizational structure to work effectively within the organization.
81. Mathematic calculations for effective job performance.
82. Occupational Safety and Health Agency (OSHA) policies to ensure personnel safety and compliance with State and Federal law.
83. Annual medical clearance for fit-testing respiratory protection equipment to meet the requirements of the Occupational Safety and Health Agency (CAL/OSHA).
84. The Department's safety procedures and programs to achieve workplace safety.
85. Accepted command systems for proper incident organization and structure.
86. The Critical Incident Stress Debriefing (CISD) system to recognize employee mental stress and health.
87. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer as a resource to personnel and/or coworkers.
88. Department substance abuse policy to ensure workforce health and safety.
89. Local support services to ensure the welfare of the public.
90. Health Information Portability and Accountability Act (HIPPA) laws, rules, and regulations to ensure compliance and information security.
91. 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.
92. California Code of Regulations (CCR) Title 22, Division 9 pertaining to Emergency Medical Services (EMS).
93. Controlled substance management to ensure Drug Enforcement Administration (DEA) compliance.
94. Inmates/wards rights and regulations to assist direction of inmates/wards.

**B. Skill to:**

1. Operate Self Contained Breathing Apparatus (SCBA) equipment for effective operation and use.
2. Operate and climb various types of ladders for safe and effective operation.
3. Use extrication tools and equipment to rescue pinned or trapped victims.
4. Use proper lifting mechanics to prevent personal injury.
5. Manipulate various tools for safe and effective use.
6. Operate resuscitator and/or bag valve mask to individuals having difficulty breathing and in respiratory failure.
7. Tie knots to prepare patients, personnel, or equipment for movement and rescue.
8. Use navigation tools for assistance in navigation and mapmaking.
9. Multi-task during emergency and non-emergency situations.
10. Perform basic water rescue to assist persons who have fallen in or are stranded by water.
11. Render basic medical aid to stabilize patient.
12. Operate medical devices to render medical aid.
13. Operate firefighting equipment for safe and effective use during fire suppression and training.
14. Put on and take off infectious control Personal Protective Equipment to provide for firefighter safety according to Department policy.
15. Perform and adhere to the California State Paramedic scope of practice.
16. Don infectious control Personal Protective Equipment (PPE) to provide for firefighter safety according to Department policy.
17. Put on and take off appropriate fire & safety gear to provide for Firefighter safety according to Department policy.
18. Construct a fire line using tools to limit fire spread in various fuel types and conditions.
19. Safely prepare food to ensure health and wellbeing of personnel and to avoid food borne pathogens.
20. Operate firefighting equipment for safe and effective use during fire suppression and training.
21. Operate various fire pumps for safe and effective use during fire suppression and training.
22. Operate vehicles under adverse conditions to emergency and non-emergency incidents in accordance with Department policies and procedures.
23. Speak to others to effectively convey information.
24. Use communication equipment for effective communication in emergency and non-emergency situations.
25. Perform mechanical repairs on vehicles and small appliances to ensure operational readiness.
26. Perform vertical ventilation operations under fire conditions in accordance with Department policies and procedures.
27. Produce written correspondence in English at the high school graduate level to effectively convey information.
28. Read and comprehend information at the high school graduate level to effectively interpret information.

**C. Ability to:**

1. Adequately administer emergency medical care to ill or injured persons.
2. Recognize the critically ill or injured.
3. Learn to operate fire apparatus and special fire-suppression equipment efficiently and safely.
4. Develop and/or maintain programs.
5. Perform Advanced Life Support (ALS) techniques.
6. Learn forest and fire laws; do heavy physical work.

7. Prepare clear and concise reports.
8. Follow directions.
9. Neutralize stressful situations in emergency and non-emergency situations.
10. Maintain situational awareness during stressful situations.
11. Write legibly.
12. Exercise good judgment in hazardous fire-suppression activity.
13. Place patient on a gurney, assisted by another person, for transport to proper medical facility.
14. Analyze situations accurately and take effective action.
15. Live in a fire station compatibly with others.
16. Maintain cooperative relationships with other organizations and agencies.
17. Perform suppression activities in and around Immediate Danger to Life and Health (IDLH) atmospheres utilizing appropriate Personal Protective Equipment (PPE).
18. Determine appropriate strategies and tactics in emergency situations according to industry standards.
19. Question callers to determine their locations, the nature of their problems, and determine the type of response needed with accuracy.
20. Safely coordinate resources with water operations to maximize effective use of available resources.
21. Analyze situations for development and implementation of an effective course of action during emergency and non-emergency situations.
22. Analyze terrain and hazards to identify a safe landing zone for rotary wing aircraft.
23. Instruct others in emergency and non-emergency situations.
24. Assist in leading personnel in emergency and non-emergency situations.
25. Produce written correspondence in English at the high school graduate level to effectively convey information.
26. Perform arduous physical activity while wearing appropriate Personal Protective Equipment (PPE) for extended periods of time.
27. Analyze and assess effectiveness of emergency medical services care.
28. Operate Department and cooperating services agencies' equipment.
29. Serve as the Ryan White liaison to the unit at the direction of the unit chief.
30. Climb stairs while carrying equipment in adverse environments.
31. Act as a liaison between cooperating emergency medical services agencies.

## **VETERANS PREFERENCE**

Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' 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.

## **CAREER CREDITS**

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

## **SPECIAL PERSONAL CHARACTERISTICS**

- Work on weekends and holidays and remain on duty 24-hours a day, as required
- Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test
- Hearing adequacy within speech frequencies (uncorrected)
- Full use of both hands and both feet
- Physical strength and agility
- Weight in proportion to height
- No more than a mild reaction to poison oak
- Emotional stability
- Sensitivity to needs of injured persons and their families
- Patience, tact, alertness and keenness of observation

**Willingness to:**

1. Work irregular hours to ensure proper coverage.
2. Perform job duties for extended periods of time without rest.
3. Remain on duty longer than scheduled shift to meet workforce needs or as emergency circumstances require.
4. Be with co-workers and supervisors for extended periods of time.
5. To be away from family for an extended period of time.
6. Travel long distances to meet the needs of CAL FIRE.
7. Travel and perform work in remote parts of the state.
8. Plan, organize, and direct the work of others to coordinate activities with other shifts and stations.
9. Work long hours sitting down with limited physical activity.
10. Be awoken to respond to emergency incidents multiple times in a 24+ hour period.
11. Perform arduous physical activity for short and long periods of time.
12. Participate in Department required physical fitness program(s) in accordance with Department policy and procedures.
13. Work in adverse conditions.
14. Sleep in adverse conditions.
15. Work around inmates/wards.
16. Respect sensitive situations and maintain confidentiality.
17. Work in hazardous conditions and dangerous environments.
18. Respond to incidents within Immediate Danger to Life and Health (IDLH) atmospheres while wearing appropriate personal protective equipment.
19. Unknowingly be exposed to hazardous materials.
20. Be exposed to graphic and/or traumatic situations.
21. Perform job duties in extreme temperatures and weather.
22. Enter burning buildings.
23. Assess situations and make immediate decisions under emergency conditions.
24. Work around medical biohazards with proper Personal Protective Equipment (PPE).
25. Be exposed to medical hazards.
26. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and spectators at an incident.
27. Enter confined spaces and/or total darkness when assisting in an emergency situation.
28. Render medical care to those in need in the event of an emergency situation.
29. Render Basic Life Support (BLS) and/or Advanced Life Support (ALS) in remote areas.
30. Wear respiratory protection equipment.
31. Work as a member of a team to reach a common goal and/or objective.
32. Live with co-workers and supervisors.
33. Sleep in open barracks.
34. Live in a co-ed environment.
35. Consume Department issued meals.
36. Follow chain of command.
37. Comply with the Departments code of conduct.
38. Maintain personal appearance in accordance with the Department Grooming Standards.
39. Perform station operation duties.
40. Remain calm when confronted by the public.
41. Work in remote locations to meet the needs of CAL FIRE.
42. Perform in high places.
43. Perform other duties when required to meet the needs of CAL FIRE.
44. Be on call to fulfill workforce needs when necessary.
45. Jump into bodies of water to assist in emergency situations.
46. Maintain appropriate certificates and licenses.
47. Participate in training sessions to increase technical, administrative, and manipulative skills.
48. Participate in the Joint Apprenticeship Committee (JAC) to satisfy training requirements and develop skills through coursework and training.
49. Participate in Department required training to satisfy requirements and develop knowledge and skills.
50. Obtain annual medical clearance to be fit-tested for respiratory protection equipment to meet the requirements of the Occupational Safety and Health Agency (OSHA).
51. Follow and enforce forest fire laws and fire codes.
52. Abide by the Department's policies and procedures.
53. Accept increasing responsibility.
54. Work independently.
55. Return to duty when requested/ordered.
56. Build and maintain effective relationships with staff and the public.
57. Work off the grid.
58. Respond to work communication while off duty.



## ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

## CONTACT INFORMATION

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

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

## DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/1755.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 to appear.

**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 written examinations or performance evaluations may be limited or extended as conditions warrant.

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

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

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

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

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

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

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**Career Credits:** In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification 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 convictions(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.