



ARSON AND BOMB INVESTIGATOR ASSISTANT

Exam Code: 8FS0101

Department(s):	Department of Forestry & Fire Protection
Opening Date:	March 16, 2018
Closing Date:	April 13, 2018
Type of Recruitment:	Open - Nonpromotional
Salary:	Range A: \$4,813.00 - \$5,652.00 Range B: \$5,042.00 - \$6,488.00
Employment Type:	Limited Term Full-Time Permanent Full-Time
Exam Type:	Statewide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right 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. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **April 13, 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.

SUBMIT BY MAIL:

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

SUBMIT IN PERSON:

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

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

Applications postmarked or personally delivered after the final filing date, **April 13, 2018**, will not be accepted for any reason.

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

SPECIAL TESTING ARRANGEMENTS

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

SALARY INFORMATION

Range A: \$4,813.00 - \$5,652.00

Range B: \$5,045.00 - \$6,488.00

ELIGIBLE INFORMATION

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

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this Qualifications Appraisal Interview examination as of the date the examination 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

Either I

One year of experience in the Office of the State Fire Marshal performing duties of a State Fire Marshal Trainee assigned to the Arson unit.

Or II

One year of experience in a public agency in the investigation of fires for cause and origin.

Or III

Two years of law enforcement experience in a police department, sheriff's office, or district attorney's office, one year of which shall have been in the investigation of fires and explosions suspected of being of incendiary origin.

POSITION DESCRIPTION

This is the entry training and first journey level investigator. Incumbents work under close supervision on individual cases or as part of a team, and do other related work.

EXAMINATION INFORMATION

All applicants must meet the education and/or experience requirements for this Qualifications Appraisal Interview examination as of the date the examination 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

Knowledge of:

1. State laws and regulations relating to fire and arson to implement effective operations.
2. The ignition process and sources to determine fire origin and cause.
3. Fire development and spread to assist in locating origin of the fire.
4. Types of explosives to identify potential hazards at the first responder level.
5. Types of explosions to recognize them when determining the cause of an incident.
6. Improvised explosives to understand their functionalities at the first responder level.
7. The collection and preservation of evidence to testify in court.
8. Contemporary training, certification processes, and procedures to acquire all necessary certifications.
9. Techniques for documenting fire and explosion scenes for investigative purposes.
10. Basic computer software programs to electronically compile and analyze data to produce reports.
11. Modern English to ensure that written materials are complete and concise.
12. Fire service and law enforcement terminology in order to communicate with supervisors, coworkers, and the public.
13. Active listening techniques to communicate with others.
14. Math functions in order to make calculations.

Skill to:

1. Speak to others in English to effectively convey and/or gather information.
2. Read and comprehend the English language interpret information.
3. Produce written correspondence in English to convey information.
4. Use communication equipment to exchange information and data in emergency and non-emergency situations.
5. Adapt and stay current with emergent technology and changing standards.
6. Multitask to manage emergency and non-emergency situations.
7. Use proper body mechanics under the Injury and Illness Prevention Program to prevent personal injury.
8. Utilize office equipment and systems to perform administrative activities.
9. Administer medical care and Basic Life Support to preserve life in accordance with training and certification.
10. Utilize computer software to create graphic visual reports and conduct oral presentations.
11. Utilize Global Positioning Systems, maps, and compasses to locate, map, and travel between incidents.
12. Think critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
13. Utilize hand and power tools to safely clear the scene and gather evidence.
14. Observe the environment to recognize deficiencies and maintain situational awareness.

Ability to:

1. Perform arduous physical activity in all conditions and terrain to prevent injury.
2. Complete work commitments timely and efficiently to meet operational needs.
3. Gather and analyze facts to provide investigative support.
4. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
5. Work in emergency situations to safely accomplish the program mission.
6. Work long hours when working an investigation and surveillance to accomplish the program mission.
7. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
8. Follow oral and written directions to ensure safety and meet operational needs.
9. Take direction from a supervisor in emergency and non-emergency situations to safely conduct operations.
10. Obtain and maintain required certifications to comply with Department policies and procedures.

11. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
12. Research local, State, and Federal laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet mission objectives.
13. Use correct grammar, spelling, syntax, document structure, and formatting to communicate a message in writing.
14. Refer media request to communications staff and await further direction to ensure the protection of confidential information while providing accurate accounts.
15. Prepare written documents to participate in the legal process.
16. Manage time and delegate tasks to meet operational needs and complete the investigation or assignment.
17. Make decisions and solve problems involving varied levels of complexity, ambiguity, and risk.
18. Work in a team environment for problem solving and decision making to allocate resources and division of labor.
19. Interview witnesses to obtain information pertaining to an investigation.
20. Interrogate suspects to obtain information pertaining to an investigation.
21. Accurately document fire and bomb scenes to complete required reports.
22. Implement and comply with Department policies and procedures.
23. Establish and maintain the confidence and trust of stakeholders and cooperators in the course of the work to increase communication and resource utilization.
24. Communicate effectively with employees and management to exchange information and accomplish daily activities.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

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

1. Willingness to travel long distances during emergency and non-emergency assignments to effectively meet the Department's mission, vision, and values.
2. Willingness to return to duty when requested or ordered.
3. Willingness to comply with the Department's Employee Rules of Conduct.
4. Willingness to maintain personal appearance in accordance with the Department Grooming Standards.
5. Willingness to abide by the Department's policies and procedures.
6. Willingness to participate in training sessions to increase technical, administrative, and manipulative skills.
7. Willingness to render medical care to those in need.
8. Willingness to obtain and maintain Department required certifications and qualifications to ensure safe and effective operations.
9. Willingness to be exposed to traumatic or graphic situations.
10. Willingness to establish and maintain cooperative relationships with Department employees, other agencies, cooperators, and the public.
11. Willingness to compromise.
12. Willingness to follow chain of command.
13. Willingness to receive direction from subordinates during an incident.
14. Willingness to perform arduous physical activity.

15. Willingness to complete all necessary paperwork.
16. Willingness to adhere to Department Code of Conduct.
17. Willingness to maintain issued equipment.
18. Willingness to wear job-required uniform, protective clothing, and other safety equipment, in accordance with State and Federal laws and regulations.
19. Willingness to maintain proper California driver's license and a clean driving record.
20. Willingness to work on a computer for an extended period of time to complete various tasks and assignments.
21. Willingness to work long and irregular hours including weekends and holidays, including overnight and multiple night stays in locations away from home.
22. Willingness to be flexible regarding job assignments, including emergency calls for service on the weekends, at night, or during scheduled vacations.
23. Willingness to respect sensitive situations and maintain confidentiality.
24. Willingness to work in hazardous or potentially hazardous conditions.
25. Willingness to work in remote locations in emergency and non-emergency situations.
26. Willingness to maintain physical fitness to perform job duties during emergency and non-emergency situations.
27. Willingness to respond to incidents at any time to meet the needs of the Department.
28. Willingness to work in small enclosed spaces and elevated locations.
29. Willingness to respond to work communication (e.g., phone, text, email) while off duty.
30. Willingness to work in a group to meet a common goal or objective.
31. Willingness to be away from home for extended periods of time.

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

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

BACKGROUND INVESTIGATION INFORMATION

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

CITIZENSHIP REQUIREMENTS

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

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/8894.aspx>

GENERAL INFORMATION

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

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

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

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

Applications are available [online](#) at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

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

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

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

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

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

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

Veterans' Preference: Effective January 1, 2014, 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, 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 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.