



## REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: FIRE CAPTAIN  
EXAM CODE: 8FS02  
EXAM BASE: OPEN - PROMOTIONAL  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: April 6, 2018  
EXAMINATION WRITTEN: \***MAY/JUNE 2018**

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

\*The anticipated written examination will be held during **May/June 2018**.

Please **do not** resubmit an application if you have already applied for this examination.



## FIRE CAPTAIN Exam Code 8FS02

Department(s):	Department of Forestry & Fire Protection
Opening Date:	March 9, 2018
Closing Date:	April 6, 2018
Type of Recruitment:	Open - Promotional
Salary:	Please see below for salary information
Employment Type:	Permanent Full-time Limited Term 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. This is an open-promotional examination.

#### Open Candidates

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

#### Promotional Candidates

Applicants who meet the minimum qualifications must meet one of the following requirements to apply on a **promotional** basis:

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of their exam 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 the Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active duty as defined in Government Code Section 18991.

## FILING INSTRUCTIONS

Final Filing Date: **April 6, 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: Diana Valenciano)  
P.O. Box 944246  
Sacramento, CA 94244-2460

### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Diana Valenciano)  
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 6, 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 \$4,195.00 - \$5,299.00  
Range B \$4,604.00 - \$5,842.00

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: This range shall apply to incumbents who are responsible on a regular basis for carrying out a specified work and training program during the workday including: planning and controlling work assignments in the areas of fire suppression, resource management, vocational shop construction and maintenance, and other emergency-related activities, for adult state and county inmates, county and youth authority wards and/or California Conservation Corps crew members in conservation camps, fire centers, or camp/center training facilities; and who possess a California driver's license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, or any such vehicle towing another vehicle weighing less than 6,000 pounds gross.

Upon movement from Range A to Range B, a permanent or probationary employee shall receive a new rate in Range B that is two steps or 10% above the rate received as Fire Captain, Range A and shall retain his/her salary anniversary date.

Upon movement from Range B to Range A, a permanent or probationary employee shall receive a new rate in Range A that is two steps or 10% below the rate received as Fire Captain, Range B and shall retain his/her salary anniversary date.

Upon movement of a permanent or probationary employee to another classification in State service, the employee's new salary rate will be adjusted from the rate of pay received at the time of the change in classification. Upon promotion of a permanent or probationary Fire Apparatus Engineer to Fire Captain, Range B, the employee shall receive a minimum increase in pay of three steps (approximately 15%).

## 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 examination by the written examination date.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

## MINIMUM QUALIFICATIONS

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

### EITHER 1

**Experience:** Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) and successful completion of the corresponding California Fire Fighter Joint Apprenticeship Committee Program. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment.) **or**

**Experience:** Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer with an appointment to the class prior to the initiation of the California Fire Fighter Joint Apprenticeship Committee Program on July 1, 1983. **or**

**Experience:** Applicants who gained employment with the California Department of Forestry and Fire Protection by Board Resolution may compete if they have thirty-six months of full-time experience as a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey-level status. [Experience with the California Department of Forestry and Fire Protection may be combined with prior Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) experience to meet this requirement.] (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey-level status.)

### OR II

**Experience:** Forty-eight months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic). (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

### OR III

**Experience:** Twenty-four months of experience as a full-time paid Company Officer leading an engine company (or equivalent) at a level of responsibility equivalent to that of a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

### OR IV

**Experience:** Forty-eight months of experience as a full-time paid employee of a fire department supervising or leading a hand crew, such as an Incident Command System Type 1 or 2 Crew, at a level of responsibility equivalent to that of a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

## POSITION DESCRIPTION

Under direction, to supervise the work of an engine company(ies) and hand crew(s); with other Fire Captains share in the management of a fire station including the maintenance of emergency apparatus and equipment; or to perform full-time duties in one of the following specialty assignments: (1) peace officer/fire prevention duties within a unit; (2) serve as a dispatcher; (3) serve as an assistant air attack program coordinator; (4) serve as a helitack captain; (5) supervise crews in conservation camps and fire centers and operate crew-carrying vehicles and fire apparatus; or (6) serve as an instructor at the Fire Academy and other training assignments; 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:

- Grammar, Punctuation and Spelling
- Fire Prevention and Investigation
- Emergency Operations
- Station Management
- Reading Comprehension
- Understanding and Using Maps
- Arithmetic

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.**

It is anticipated that the written examination will be held during **May/June 2018**.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Scope:

### Knowledge of:

1. The wildland firefighting safety rules of engagement for safe operations.
2. Factors affecting wildland fire behavior to ensure safe and effective operations.
3. Strategies and tactics used to safely and effectively suppress various types of fires.
4. Principles, practices and procedures of fire suppression to safely and effectively mitigate an incident.
5. Basic fire behavior to identify the most effective extinguishing methods.
6. Emergency scene safety practices to ensure the safety of the public and emergency response personnel.
7. Accepted command systems for proper incident organization and structure.
8. Life hazard notification policies to ensure firefighter safety.
9. Fire tools and equipment to ensure proper use and maintenance.
10. Principles and practices of emergency medical procedures safely respond and render medical aid.
11. Safe work practices to provide a safe work environment for employees and the public.
12. Incident accountability techniques to ensure firefighter safety.
13. The use, care, and inspection of safety gear to ensure compliance with safety rules and regulations.
14. Rescue, Exposure, Confinement, Extinguishment, Overhaul (RECEO) with salvage and ventilation activities to mitigate an incident.
15. Patient assessment to effectively treat patients.
16. Fire apparatus and their capabilities for appropriate utilization.
17. Leadership principles and management practices to effectively lead subordinates.
18. Basic vehicle maintenance and repair to ensure safety compliance.
19. Rapid intervention crew/team tactics for firefighter safety and rescue.
20. Weather observation tools and techniques to use on site to obtain location specific weather information.
21. Reference materials to ensure firefighter safety and survival.
22. Mission, values, and goals of Department of Forestry and Fire Protection (CAL FIRE).
23. Firing methods, techniques and equipment for fire activities for safe and effective fire operations.
24. Principles of effectively directing and training personnel in fire protection, emergencies and conservation efforts to effectively care out the department's mission.
25. Airway adjuncts and techniques used on patients during medical emergencies.
26. Patient triage procedures and techniques to ensure appropriate treatment.
27. Standard response plans for appropriate response to an incident.
28. Mobile communication devices to effectively communicate.
29. Rescue/extrication equipment to safely and effectively remove entrapped victims
30. Chainsaw operations to ensure like safety and compliance with Department chainsaw policy.
31. Hazardous material incident operations to analyze the situation and determine the appropriate actions to safely minimize and mitigate an incident.
32. Rescue/extrication techniques to safely and effectively remove entrapped victims.
33. Department's safety programs to maintain a safe and healthy workforce.
34. Fire hose to ensure operational readiness and firefighter safety.
35. Basic human anatomy for effective treatment of patients during medical emergencies.

36. Tactics and techniques used in air operations to assist in fire suppression activities.
37. The maintenance and operation of Department mobile equipment to ensure safe and effective utilization.
38. Building construction to determine appropriate fire suppression tactics and ensure firefighter safety.
39. Extinguishing agents and their appropriate application during fire suppression.
40. Fire service ladders to ensure operational readiness and firefighter safety.
41. Navigational aids to accurately orient yourself and others to the land.
42. Hazardous material incident operations to analyze the situation and determine the appropriate actions to safely minimize and mitigate an incident.
43. Decontamination techniques used to minimize the spread of communicable diseases following an incident.
44. Incident types and dispatch priorities to assign resources in the appropriate sequence.
45. Progressive discipline practices to motivate employees to develop a safe and effective workforce.
46. Fire ground hydraulics to provide safe and effective water use.
47. Ropes and related equipment and their proper use and maintenance for effective use.
48. The state-wide radio call plan to effectively communicate with the Emergency Command Center and other emergency responders.
49. The department's and its cooperating agencies' communications systems to allow effective communications between agencies.
50. Training techniques to effectively train personnel.
51. Equal Employment Opportunity policies in the workplace to ensure compliance with federal and state laws.
52. Proper spelling, grammar, punctuation, and writing techniques to ensure that written materials are complete, concise, and error-free.
53. Specialized rescue procedures to safely remove victims from hazardous situations.
54. Aircraft capabilities for safe and effective air operations.
55. Direct protection areas to accurately and adequately to suppress and manage incidents.
56. The various fire cause classifications for statistical and investigative purposes.
57. Agency responsibility as it relates to fiscal accountability
58. Safe food handling practices and techniques to ensure health and well-being of personnel to avoid food borne pathogens.
59. Federal, state, and local regulations affecting emergency plans to ensure personnel are in compliance during emergency operations.
60. Purchasing procedures to maintain operational readiness.
61. Department and unit level computer programs necessary to complete job related tasks.
62. Helicopters and helitack equipment capabilities for use in air operations.
63. Internet to obtain information needed to receive and distribute to field personnel.
64. Occupational Safety and Health Administration policies to ensure Department compliance.
65. Helicopter and helitack safety procedures to ensure the safety of personnel.
66. Fire protections systems for preplanning and fire suppression.
67. Fire prevention principles and practices to prevent fires and provide fire safety.
68. Critical Incident Stress Management (CISM) system to provide for employee health and wellness.
69. Facilities to ensure proper maintenance and operational readiness
70. Proper evidence handling and preservation techniques as part of the investigation process to ensure compliance with state laws.
71. Fire prevention laws and ordinances to ensure compliance and life safety.
72. Various Department finance policies to maintain fiscal accountability.

**Skill to:**

1. Drive and safely operate emergency equipment through adverse conditions
2. Lead and/or be part of a team.
3. Use appropriate personal protective equipment to ensure personal safety.
4. Multitask in emergency and non-emergency situations.
5. Read and interpret road maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence.
6. Deal with aftermath of burn injuries, all range of issues that can go wrong in an emergency
7. Operate resuscitator and/or bag valve mask to individual having difficulty breathing or suffering respiratory arrest.
8. Operate hoses and/or fire extinguishers to suppress and extinguish fire.
9. Use communication equipment effectively.
10. Construct a fire line to limit fire spread in various fuel types and conditions.
11. Operate firefighting equipment including chainsaws, ropes and hardware, and small gasoline engines.
12. Manage time, managing one's own time and the time of others.
13. Use hand tools, power tools, and specialized equipment in a safe and effective manner.
14. Use extrication tools and equipment to rescue pinned or trapped victims.
15. Tie knots to prepare victims, personnel or equipment for movement and rescue.
16. Read and effectively interpret small-scale maps and information from a computer screen to determine locations and provide directions.

17. Troubleshoot problematic equipment
18. Perform low or high angle rescue in order to bring lost or injured victims to safety.

**Ability to:**

1. Recognize the characteristics of extreme fire behavior to ensure firefighter safety.
2. Maintain situational awareness during stressful situations.
3. Think clearly and remain in control during stressful circumstances and emergency operations.
4. Be dependable, reliable, responsible, and fulfill obligations.
5. Analyze emergency situations and react quickly, calmly, and effectively, giving due regard to hazards and circumstances.
6. Take initiative, act decisively and assertively.
7. Be part of a team and work in cooperation with others on the job and display a cooperative attitude.
8. Recognize life safety hazards and make proper decisions to mitigate these hazards.
9. Engage in strenuous physical activity, which under emergency situations may require long working hours under emotional stress.
10. Operate mobile equipment.
11. Take command and remain in command of an emergency situation under stress.
12. Give appropriate fire-ground and emergency scene commands.
13. Develop and maintain constructive and cooperative working relationships.
14. Administer cardiovascular pulmonary resuscitation in medical emergencies.
15. Lead and direct personnel during all risk emergencies within the area of influence of state and county resources.
16. Handle stress, accepting criticism and dealing calmly and effectively with high stress situations.
17. Function as a positive role model for subordinate personnel, leading by example, maintaining open lines of communication, and providing a work environment which builds a safe effective team.
18. Hike on steep, uneven terrain while carrying equipment in all weather conditions.
19. Perform job duties in extreme temperature and weather.
20. Work as a member of a team to reach a common goal and/or objective.
21. Adequately administer emergency medical care to ill or injured persons.
22. Adhere to the departments code of conduct.
23. Effectively lead, motivate and direct individuals.
24. Perform job duties for extended periods of time without rest.
25. Lead a fire suppression crew during emergency incidents and work projects.
26. Implement, evaluate and modify tactical plans during an emergency incident.
27. Operate automatic external defibrillator to assess and treat patients.
28. Administer oxygen to ill or injured patients in medical emergencies.
29. Participate in physical fitness programs and comply with department medical and fitness requirements.
30. Use critical thinking to identify the strengths and weaknesses of alternative solutions to problems.
31. Safely use and maintain firefighting tools and equipment.
32. Create and maintain a healthy work environment that is free of discrimination and harassment.
33. Assess nature and extent of fire, condition of building, danger to adjacent building, and water supply status to determine crew or company requirements.
34. Effectively communicate both orally and in writing.
35. Read and interpret road maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence.
36. Lead and direct personnel activities and daily operations.
37. Effectively plan and mitigate a wide variety of emergency or non-emergency situations.
38. Use communication devices.
39. Analyze and evaluate problems related to projects, facility management, and emergency incidents.
40. Analyze information and use logic to address work-related issues and problems.
41. Assign, direct, track, and evaluate operational resources and their effectiveness.
42. Manage emergency incidents in a manner consistent with law, policy, various agency agreements, and establish procedures.
43. Safely lift, carry and transport patients using the proper techniques and devices.
44. Manage time effectively, multitask, and prioritize assignments in order to meet objectives.
45. Operate radios, telephones and different types of computer equipment.
46. Safely coordinate operations with air and ground resources to maximize effective use.
47. Use various firing tools and devices.
48. Resolve interpersonal problems or conflicts between personnel in order to maintain and improve working and living relationships.
49. Drag, maneuver, position, carry and operate various size of fire hose.
50. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and bystanders at an incident.
51. Provide organizational leadership to various personnel.
52. Respond to and direct the route to be taken to emergency calls.

53. Provide training and development to firefighters and other personnel on firefighting, medical care, and rescue activities.
54. Instruct others for general educational purposes.
55. Carry, maneuver, raise, and lower various types of ladders.
56. Tie knots and hitches to facilitate rescues, secure items and complete projects.
57. Prioritize, schedule and assign employee work assignments in order to accomplish daily duties and activities.
58. Prepare clear and concise reports.
59. Develop written documentation to ensure accurate and complete information.
60. Lead and direct the care and maintenance of facility, apparatus, and grounds.
61. Determine the need for critical incident stress debriefings and implement procedures as appropriate.
62. Solve general mathematical problems.
63. Demonstrate, develop, and implement occupational injury and illness programs.
64. Edit written materials to ensure the accuracy and completeness of information presented.
65. Maintain logs and other periodic and activity reports.
66. Maintain files of information relating to emergency calls
67. Perform preventative maintenance and minor repairs on mobile equipment.
68. Locate and determine the origin and cause of fires.
69. Conduct classroom and field training including the preparation of lesson plans and the evaluation of student performance.
70. Use computer software.
71. Question callers to determine their locations, the nature of their problems and determine the type of response needed with accuracy.
72. Perform general building and grounds maintenance and repairs.
73. Direct a crew of inmates or wards to accomplish a specified task or meet objectives.
74. Conduct and document defensible space inspections.
75. Accurately multi-task and prioritize job duties of answering 911 and non-emergency phone calls, use radio communications to dispatch resources in the field, listen to co-workers that have pertinent information regarding the incident, and other distractions that may occur.
76. Make presentations to the public and other stakeholders.

## 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

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

(See "General Information" on this bulletin for information regarding Career Credits)

## SPECIAL PERSONAL CHARACTERISTICS

- Demonstrated good judgment in emergency situations
- Emotional stability
- Demonstrated leadership ability
- High standards of morals and speech
- Satisfactory record as a law-abiding citizen
- Sympathetic understanding of inmate rehabilitation programs
- Visual acuity
- Color vision
- Hearing adequate to successfully perform the job



- Normal use of both hands and both feet
- Physical strength and agility
- And no more than mildly susceptible to poison oak

**Willingness to:**

- Live and work in isolated areas away from population centers and to work on weekends and holidays
- Remain on duty 24 hours a day as required

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is a condition of continued employment.

**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  
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)

**SPECIAL REQUIREMENTS**

Certain positions in this classification require peace officer status as a condition of appointment and continued employment. The felony, background, citizenship, age, and education requirements apply only to those positions designated as peace officers within this class.

**FELONY DISQUALIFICATION**

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons 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 within this class.

**CITIZENSHIP REQUIREMENT**

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.

**JOINT APPRENTICESHIP COMMITTEE PROGRAM**

Eligibles selected for positions in this classification are placed in an apprenticeship program. Continued employment is conditional upon successful completion of the Fire Fighter and/or Company Officer Academies which are conducted at the Department of Forestry and Fire Protection (CAL FIRE) Academy.

**BACKGROUND INVESTIGATION INFORMATION**

Candidates selected for a 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.

## MEDICAL EXAMINATION

A medical examination is conducted prior to employment. Tests include a basic clinical examination, including medical history, visual acuity test, audiometry, pulmonary function test, and other tests as may be determined necessary. Any limitation which restricts a person from safely performing the duties of the position may constitute basis for removal of the candidate's name from the eligible list.

## CANDIDATE PHYSICAL ABILITY TEST

Prior to appointment, candidates will be required to successfully pass a Candidate Physical Ability Test (CPAT) administered by the California Fire Fighter Joint Apprenticeship Committee (CFFJAC).

## 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/1095.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.

**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](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 [www.jobs.ca.gov](http://www.jobs.ca.gov). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

**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.