



SENIOR ARSON AND BOMB INVESTIGATOR

Exam Code: 8FS0703

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	December 21, 2018
FINAL FILING DATE:	January 25, 2019
EXAM TYPE:	Open-Non-Promotional
SALARY:	\$6,280.00 - \$8,183.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **January 25, 2019**.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*

<p><u>SUBMIT BY MAIL:</u></p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Alisha Dillon) P.O Box 944246 Sacramento, CA 94244-2460</p>	<p><u>SUBMIT IN PERSON:</u></p> <p>Department of Forestry and Fire Protection Examination Unit – (Attention: Alisha Dillon) 1300 U Street Sacramento, CA 95818</p>
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DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **January 25, 2019** will not be accepted for any reason.

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.

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.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

**STRUCTURED INTERVIEW (QUALITY APPRAISAL PANEL)
WEIGHTED AT 100%**

In this type of exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated exams/interviews will be held in **February/March 2019**.

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.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator.

OR II

Three years of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant. (One year must have been at Range B.)

OR III

Four years of experience in a public agency investigating fires for cause and origin, two years of which shall have been as a line supervisor of a fire investigation unit. Experience gained at the Office of State Fire Marshal must be applied under Pattern I or II.

OR IV

Four years of arson or bomb investigative experience in police department, sheriff's office, or district attorney's office, two years of which shall have been as a line supervisor of a unit investigating fires and explosions suspected of being of incendiary origin.

ADDITIONAL DESIRABLE QUALIFICATIONS

Aptitude for investigative work; willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays and holidays; may be on 24-hour call; alertness and keenness of observations; good memory for details, names, faces, places, and incidents; willingness to associate with criminals, suspects, and work in high crime environments; possession of a valid California driver's license and good driving record, applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment; physical agility; emotional and psychological stability; normal hearing.

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

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

The Arson and Bomb Investigator series describes work concerned with the investigation of suspected arson or bombings, and with the detection and apprehension of suspected criminals. Investigators in this series are peace officers.

This is the first supervisory level Investigator. Incumbents have supervisory responsibility for staff within an assigned geographic area of the State and/or have supervisory responsibility for special investigative teams and projects, and do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. State laws and regulations relating to fire and arson to implement effective operations.
2. Modern English to ensure that written materials are complete and concise.
3. Relevant equipment to identify risk, mitigate threats, and collect evidence.
4. Peace Officers Bill of Rights to ensure compliance with State laws and Department policies.
5. Federal and State laws, and local ordinances that apply to conducting fire and arson investigations.
6. Fire origin and how it is used to determine the cause of fires at the Certified Fire Investigator level.

7. Burn pattern interpretation in order to determine origin and possible cause of fires at the Certified Fire Investigator level.
8. The ignition process and sources to determine fire origin and cause.
9. Fire development and spread to assist in locating origin of the fire.
10. The collection and preservation of evidence to testify in court.
11. Destructive devices as defined in Penal Code §16460 to understand the danger involved and ensure safety.
12. The applications of search and seizure laws to perform legal searches and seizures.
13. Court procedures to provide testimony.
14. Techniques for documenting fire and explosion scenes for investigative purposes.
15. How scientific methods and principles are applied to expert opinion testimony to produce accurate investigative findings and for participation in the legal process.
16. Personal protective equipment used to enhance personal safety.
17. Arson motives to use as investigative tools.
18. Legal grounds for issuance of a search warrant or subpoena to participate in the legal process.
19. Administrative investigation procedures to ensure due process of law.
20. Peace officer standards to ensure due process of law.
21. State and Federal laws governing possession and use of explosives and destructive devices to determine legality of their possession and use.
22. Types of explosives to identify potential hazards at the Certified Explosive Specialist level.
23. The stimuli capable of initiating explosives to prevent accidental injury or death.
24. The construction and mechanics of incendiary/explosive devices to understand the potential for damage at the Hazardous Device Technician level.
25. The characteristics of explosives to understand common circumstances involving explosions.
26. Types of explosions to recognize them when determining the cause of an incident.
27. Different effects of explosions to ensure safety.
28. Improvised explosives to understand their functionalities at the Certified Explosives Specialist level.
29. Basic computer software programs to electronically compile and analyze data to produce reports.
30. Bombing motives to use as investigative tools.
31. Post-blast investigation techniques to determine if a crime exists and identify possible suspects.
32. State and Federal anti-discrimination laws to ensure compliance with the Equal Employment Office on lawful employment practices.
33. Criminal investigation techniques to assist the Office of the District Attorney.
34. Fire service and law enforcement terminology in order to communicate with supervisors, coworkers, and the public.
35. Active listening techniques to communicate with others.
36. Health and safety hazards encountered during the performance of duties to mitigate personal safety risk.
37. Department organizational hierarchy to operate within the chain of command.
38. Case report writing techniques for effective written communications using approved formats.
39. Oral communication techniques to give status updates to management, the public, and the media in concise and accurate language.
40. The Department policies and procedures pertaining to law enforcement officers to mitigate and reduce risk and liability of the officers and the Department.
41. Department policies, procedures, and strategies to implement security operations for the protection of life, property, and environment.
42. Render Safe Procedures to protect life, property, and environment.
43. Equipment used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
44. Techniques used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
45. Contemporary training, certification processes, and procedures to acquire all necessary certifications.
46. Contemporary instructional methodology and techniques to provide training to local, State, and Federal agencies.

47. Contemporary leadership methods and techniques to ensure compliance with State and Federal laws and Department policies and procedures.
48. Customer service techniques for tactful communications with the public and stakeholders.

Skill to:

1. Don and work in a personal protective equipment to safely operate in high stress situations.
2. Properly and safely use Department approved firearms.
3. Speak to others in English to effectively convey and/or gather information.
4. Read and comprehend the English language to interpret information.
5. Produce written correspondence in English to convey information.
6. Think critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
7. Use communication equipment to exchange information and data in emergency and non-emergency situations.
8. Utilize hand and power tools to safely clear the scene and gather evidence.
9. Observe the environment to recognize deficiencies and maintain situational awareness.
10. Use proper body mechanics under the Injury and Illness Prevention Program to prevent personal injury.
11. Adapt and stay current with emergent technology and changing standards.
12. Tactfully and diplomatically arbitrate conflicts between individuals with different viewpoints to deescalate a situation.
13. Multitask to manage emergency and non-emergency situations.
14. Utilize computer software to create graphic visual reports and conduct oral presentations.
15. Utilize office equipment and systems to perform administrative activities.

Ability to:

1. Function as a lead fire investigator to ensure safety and accountability of the investigative team.
2. Discern what information is appropriate for media release in response to media requests to ensure the protection of confidential information while providing accurate accounts.
3. Perform arduous physical activity in all conditions and terrain to prevent injury.
4. Organize and conduct fire and explosion investigations to meet the operational needs of the Arson and Bomb Unit.
5. Collect and preserve evidence for investigative and judicial purposes.
6. Use correct grammar, spelling, syntax, document structure, and formatting to communicate a concise and accurate written message.
7. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
8. Follow oral and written directions to ensure safety and meet operational needs.
9. Interview witnesses to obtain information pertaining to an investigation.
10. Accurately document fire and bomb scenes to complete required reports.
11. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to safely conduct operations.
12. Obtain and maintain required certifications to comply with Department policies and procedures.
13. Assess technical and administrative data to develop reports, briefings, and other documents.
14. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
15. Implement and comply with Department policies and procedures.
16. Qualify as an expert witness at trials and hearings relating to fire and explosions to participate in the legal process.
17. Research local, State, and Federal laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet mission objectives.
18. Select the appropriate tool or tools to perform a specific job task.
19. Operate electronic devices to obtain information and perform job assignments.
20. Work in emergency situations to safely accomplish the program mission.
21. To work in a team environment for problem solving and decision making to allocate resources and division of labor.

22. To work independently as a fire investigator to develop an unbiased analysis and reach an impartial conclusion.
23. Interrogate suspects to obtain information pertaining to an investigation.
24. Establish and maintain the confidence and trust of stakeholders and cooperators in the course of the work to increase communication and resource utilization.
25. Communicate the Division's mission and goals to stakeholders to professionally represent the State Fire Marshal and the Department.
26. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
27. Gather and analyze facts to provide investigative support.
28. Develop curriculum and deliver fire and explosives training courses to local, State, and Federal Agencies to protect life, property, and environment.
29. Audit and/or evaluate fire and explosives training courses to local, State, and Federal Agencies to protect life, property, and environment.
30. Instruct technical training courses to educate licensees about their role in protecting life, property, and the environment.
31. Complete work commitments timely and efficiently to meet operational needs.
32. Prepare written documents to participate in the legal process.
33. Manage time and delegate tasks to meet operational needs and complete the investigation or assignment.
34. Organize and conduct meetings with various entities to exchange information and coordinate efforts.
35. Communicate effectively with employees and management to exchange information and accomplish daily activities.
36. Make physical arrests using proper arrest and control tactics to safely apprehend the suspect.
37. Conduct complex and sensitive investigations into criminal and non-criminal acts to maintain confidentiality.
38. Write an Incident Action Plan to document incident goals and objectives.
39. Identify complex problems to analyze the situation, establish priorities, develop a plan, and implement a solution.

PERSONAL CHARACTERISTICS

Willingness to:

1. Respond to incidents at any time to meet the needs of the Department.
2. Work on a computer for an extended period of time to complete various tasks and assignments.
3. Comply with the Department's Employee Rules of Conduct.
4. Maintain personal appearance in accordance with the Department Grooming Standards.
5. Abide by the Department's policies and procedures.
6. Participate in training sessions to increase technical, administrative, and manipulative skills.
7. Lead others.
8. Mitigate mentally and emotionally stressful situations to meet the needs of the Department.
9. Respect sensitive situations and maintain confidentiality.
10. Remain calm when confronted by the public.
11. Give direction to all levels of personnel.
12. Work independently.
13. Accept increasing responsibility to meet the needs of the Department.
14. Perform arduous physical activity.
15. Assess situations and make immediate decisions under emergency situations.
16. Be objective when making decisions and to support those decisions with facts and a reasoned analysis.
17. Complete all necessary paperwork.
18. Work in hazardous or potentially hazardous conditions.
19. Be flexible regarding job assignments, including emergency calls for service on the weekends, at night, or during scheduled vacations.

20. Adhere to Department Code of Conduct.
21. Work with or in proximity to hazardous materials.
22. Maintain issued equipment.
23. Wear job-required uniform, protective clothing, and other safety equipment, in accordance with State and Federal laws and regulations.
24. Work in remote locations in emergency and non-emergency situations.
25. Maintain physical fitness to perform job duties during emergency and non-emergency situations.
26. Travel long distances during emergency and non-emergency assignments to effectively meet the Department's mission, vision, and values.
27. Mentor others to encourage staff growth and success.
28. Establish and maintain cooperative relationships with Department employees, other agencies, cooperators, and the public.
29. Plan, organize, and direct the work of others, in accordance with Department and Incident Command System policies and procedures.
30. Work in a group to meet a common goal or objective.
31. Follow chain of command.

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.

VETERANS' PREFERENCE

Veterans' Preference will be granted for 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. 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

EXAM BULLETIN – SENIOR ARSON AND BOMB INVESTIGATOR
EXAM CODE – 8FS0703 FINAL FILING DATE 01/25/19

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.)

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)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

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 Department of Forestry and Fire Protection 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.
- 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).

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1)

has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.