



REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: DIVISION CHIEF, OFFICE OF THE STATE FIRE MARSHAL
EXAM CODE: 8FS08
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: SEPTEMBER 6, 2018*
INTERVIEWS: OCTOBER / NOVEMBER 2018

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

*The Examination is being re-advertised with a new final filing date. Applications must be postmarked no later than **SEPTEMBER 6, 2018**.

**It is anticipated that the examination will be held in October/November 2018.

PLEASE DO NOT RESUBMIT AN APPLICATION IF YOU HAVE ALREADY APPLIED FOR THIS EXAMINATION.



DIVISION CHIEF, OFFICE OF THE STATE FIRE MARSHAL

Exam Code: 8FS08

Department(s):	Department of Forestry & Fire Protection
Opening Date:	August 8, 2018
Closing Date:	September 6, 2018
Type of Recruitment:	Open
Salary:	\$8,363.00 - \$9,959.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO / DRUG FREE STATEMENT

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 SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is an open examination for the Department of Forestry and Fire Protection (CAL FIRE).

FILING INSTRUCTIONS

Final Filing Date: **September 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.

SUBMIT BY 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, **September 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.

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 **September 6, 2018**, the final filing date.

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

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

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of experience with the Department of Forestry and Fire Protection performing duties of a class with a level of responsibility equivalent to a Deputy State Fire Marshal III (Supervisor) or Deputy State Fire Marshal III (Specialist).

"Or" II

Experience: Four years of experience in a supervisory or managerial capacity in professional engineering, fire protection, fire and life safety regulatory development, and/or legislative bill analysis and advocacy, fire protection engineering, fire service training/development, hazardous liquid pipeline safety, law enforcement, criminal justice administration, or fire protection information systems development work.

And

Education: Equivalent to graduation from college with major work in public administration, fire service administration, fire protection and technology, fire protection engineering, architecture, law enforcement, or criminal justice administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Note: Applicants qualifying under Pattern II above must provide a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.

POSITION DESCRIPTION

Under general direction, in the California State Fire Marshal's Office, to plan, organize, and direct the activities of a region responsible for the field enforcement and engineering work; or in headquarters, to be responsible for one or more of the Department's statewide programs; and to do other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2018**. The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

Knowledge of:

1. State laws to effectively carry out the responsibilities of the Office of the State Fire Marshal.
2. The California Code of Regulations, Titles 8, 14, 19, and 24, to promulgate, interpret, educate, and enforce.
3. The mission, vision, and values of the Department in order to meet department goals.
4. The code development process to effectively carry out the responsibilities of the Office of the State Fire Marshal.
5. A manager's role in promoting equal opportunity in selection, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.
6. Effective supervision to promote a valuable, efficient, and ethical workforce.
7. Management practices and organizational techniques to provide effective leadership to maximize employee and division/unit efficiency.
8. Techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks, and to ensure effective division/unit management.
9. The English language to ensure that written materials are complete, concise, and error-free.
10. Various terminology to communicate effectively.
11. Organizational command structures to effectively carry out the responsibilities of the Office of the State Fire Marshal.
12. The Peace Officer Bill of Rights and Firefighter Bill of Rights to ensure that employee rights are protected.
13. Fire prevention principles and techniques to effectively carry out the responsibilities of the Office of the State Fire Marshal.
14. Fire protection technology and equipment to meet the fire and life safety requirements and standards.
15. Fire hazard reduction methods to successfully reduce fires.
16. Mathematics for accurate calculations.
17. Principles and practices of modern public administration and management, to accomplish the mission and goals of the Department.
18. Law enforcement's capabilities to effectively carry out the responsibilities of the Office of the State Fire Marshal.
19. Computer software to compile data and produce project reports.
20. Computer software programs to electronically compile data, communicate with others, and perform research.
21. Department forms for effective job performance.
22. Department Intranet to access department specific information, policies, and forms.
23. Modern fire protection principles and practices to evaluate alternate means, materials, and methods requests to ensure compliance with public safety standards.
24. New building materials to meet the fire and life safety requirements and standards.
25. Attendance reporting requirements, leave standards, and procedures to maintain accurate records.
26. Defensive driving techniques to safely operate department vehicles in emergency and non-emergency situations.
27. Personal Protective Equipment to ensure appropriate care, maintenance, application, and timely replacement.
28. Risk Management and systems to safely carry out missions in accordance with department policies and procedures.
29. Basic business office methods, protocols, and procedures.
30. Laws and department policies regarding mandatory job-related training for employees to ensure compliance.
31. Mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public and private entities.

32. The Department's Employee Support Services Program to assist employees having personal or work-related problems.
33. State of California policies to ensure sound management practices.
34. The Department's safety practices, policies, and procedures adhering to applicable laws and regulations to achieve employee and workplace safety and protection.
35. Fire behavior to effectively carry out the responsibilities of the Office of the State Fire Marshal.
36. Supervisory responsibilities under the Ralph C. Dills Act to ensure compliance.
37. The principles of fire protection engineering to provide sound judgments to architects, engineers, and consultants regarding the application of State building codes to ensure compliance with public safety standards and to effectively carry out the responsibilities of the Office of the State Fire Marshal.
38. The principles of building and equipment failure resultant from natural or manmade disasters to effectively carry out the responsibilities of the Office of the State Fire Marshal.
39. Contemporary methods of emergency incident management to ensure effective operation.
40. Fire suppression principles for various types of fires to effectively carry out the responsibilities of the Office of the State Fire Marshal.
41. Employment interviewing principles and techniques used to hire personnel.
42. Instructional techniques, methods, and management for successful training programs.
43. The Department's fire prevention bureau for appropriate use and/or notification.
44. Industry protocols and guidelines to influence department operations.
45. Legislative processes and the structure of state government to build and maintain effective and positive relationships.
46. Safe work practices to provide a safe work environment for personnel and the public.
47. Techniques used by the Department for public education and information dissemination.
48. The principles of combustion and causes of fire to effectively carry out the responsibilities of the Office of the State Fire Marshal.
49. Department command and control policies and procedures for effective oversight.
50. Standard response plans to effectively carry out the responsibilities of the Office of the State Fire Marshal.
51. The Department hiring policies and procedures for effective oversight.
52. The principles of contemporary training methodologies and modalities to effectively carry out the responsibilities of the Office of the State Fire Marshal.
53. Adverse effects of emergency operations to effectively carry out the responsibilities of the Office of the State Fire Marshal.
54. Other agencies responsible for the built environment to effectively carry out the responsibilities of the Office of the State Fire Marshal.
55. Signs and symptoms to recognize a substance abuse problem to recommend and/or take appropriate corrective action.
56. Injury reporting procedures to comply with federal and state law, state and department policies and procedures.
57. The principles of pipeline safety engineering to effectively carry out the responsibilities of the Office of the State Fire Marshal.
58. Modern fire protection organization standards and management practices used to deliver emergency services, wildland, and structural fire protection.
59. Memoranda of Understanding to assist with cooperative agreements and contracts.
60. The California Vehicle Code and Department of General Services Office of Fleet and Asset Management, and the Department's policies and procedures pertaining to the operation of Department vehicles to ensure safety and accident reporting.
61. The principles of explosives to effectively carry out the responsibilities of the Office of the State Fire Marshal.
62. Job-related bargaining unit agreements of employees to ensure compliance.
63. Emergency Command Center operations to ensure successful coordination of work.
64. 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.

Skill to:

1. Speak to others in English to effectively convey information.
2. Produce written correspondence in English to effectively convey information.
3. Read information to comprehend and effectively interpret intent.
4. Interpret various resources.
5. Communicate performance standards and expectations to personnel for comprehension.
6. Operate a personal computer in order to accomplish job duties and ensure effective job performance.

7. Use communication equipment for effective communication in emergency and non-emergency situations.
8. Safely operate department vehicles through adverse conditions to effectively carry out day to day operations.
9. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to build consensus.
10. Multi-task in order to manage emergency and non-emergency situations.
11. Perform arduous physical activity in all conditions and terrain for effective job performance.
12. Deal with a wide range of catastrophic issues during mitigation of emergencies.
13. Render basic life support to render medical care.
14. Perform various office clerical activities necessary for the administration of a program or project.
15. Use proper body mechanics under the Injury and Illness Prevention Program to prevent personal injury.
16. Use navigation tools for assistance in navigation and mapmaking.
17. Don and use Personal Protective Equipment to provide for safety according to department policies and procedures.

Ability to:

1. Interpret information to ensure accurate understanding.
2. Prepare written information to provide effective exchange of information.
3. Work effectively with others to perform collaborative tasks.
4. Listen effectively to obtain accurate and detailed information.
5. Extract specific details from complex information during oral communication.
6. Exercise sound judgement in making decisions to effectively meet the Department's mission, vision, and values.
7. Maintain peace officer status to effectively carry out the responsibilities of the Office of the State Fire Marshal.
8. Work independently to facilitate the mission of the Department.
9. Prepare clear and concise reports.
10. Apply statutes and regulations for effective job performance.
11. Establish goals and objectives to maximize division/unit efficiency.
12. Make long range planning decisions based on gathered facts.
13. Develop and implement action plans based on strategic analysis.
14. Effectively coordinate the work of others to meet goals and objectives.
15. Determine operational resources for appropriate use and effectiveness.
16. Advise senior staff on complex and sensitive public safety issues to provide a solution or corrective action sufficient to guide the application of department programs and responsibilities.
17. Manage multiple assignments to meet job demands of varying complexities.
18. Read, write, and speak English effectively to successfully complete tasks.
19. Apply the principles and methods of supervision for effective personnel management.
20. Interpret and explain complicated information in simple, understandable language to ensure comprehension.
21. Analyze details from several sources to develop an appropriate conclusion.
22. Manage the implementation of new and/or revised programs to comply with the Department's policies and requirements.
23. Effectively plan programs, projects, and emergency operations for successful job performance.
24. Ability to effectively implement programs, projects, and emergency operations for successful job performance.
25. Prepare persuasive arguments to support recommendations.
26. Fulfill supervisory responsibilities under the Ralph C. Dills Act for effective personnel management.
27. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.
28. Interpret applicable codes, laws, rules, and regulations for application in all department programs and activities.
29. Work long and irregular hours including weekends and holidays to meet the needs of the Department.
30. Maintain records to ensure accurate communication, reporting, and workload analysis.
31. Develop and deliver presentations to provide effective exchange of information.
32. Make public presentations as a department representative.
33. Operate a variety of electronic equipment for effective job performance.
34. Perform mathematical calculations to prepare various reports and logs.
35. Perform advanced mathematic calculations to prepare various reports and logs.
36. Ensure accountability through the progressive discipline and adverse action process.
37. Hear sufficiently to perform the duties of the position.

38. Interpret applicable protocols and guidelines.
39. Operate department vehicles through adverse conditions to safely carry out day to day operations.
40. Professionally respond to stakeholders regarding complaints or concerns to provide a sufficient level of customer service.
41. Mobilize resources as needed when emergencies occur to support the Department's mission.
42. Chair committees and/or work groups to develop or amend regulations.
43. Respond to complaints or concerns from citizens to affect a resolution.
44. Recognize sensitive situations and maintain confidentiality to meet the needs of the Department.
45. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
46. Effectively organize and conduct public education programs to increase fire prevention knowledge.
47. Develop and deliver safety training to ensure a safe working environment.
48. Perform physical activities and maintain situational awareness necessary to manage emergencies and prevent injuries.
49. Read and interpret maps and charts to meet the needs of the Department.
50. Perform at a command level during emergencies for successful incident mitigation.
51. Render basic life support to render medical care.

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.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to accept increasing responsibility; willingness to travel and perform work in remote parts of the State or out-of-state; willingness to remain on duty, as necessary, or as emergency circumstances arise; willingness to be away from family for an extended period of time to meet the needs of the Department; willingness to return to duty when requested or ordered; willingness to abide by the Department's policies and procedures; willingness to mitigate mentally and emotionally stressful situations; willingness to remain calm when confronted by the public; willingness to establish and maintain cooperative relationships with Department employees, other agencies, cooperators, and the public; willingness to wear job-required uniform, protective clothing, and other safety equipment, in accordance with State and Federal laws and regulations; willingness to be objective when making decisions and to support those decisions with facts and a reasoned analysis; willingness to work on a computer for an extended period of time to complete various tasks and assignments; willingness to comply with the Department's Employee Rules of Conduct; willingness to maintain personal appearance in accordance with the Department Grooming Standards; willingness to give direction to all levels of personnel; willingness to work in a chain of command environment; willingness to compromise; willingness to maintain issued equipment; willingness to pay for expenditures up front and until reimbursed; willingness to work off the grid or at reduced capability; willingness to respond to incidents at any time; willingness to respond to work communication while off duty; willingness to maintain a valid driver's license to enable the legal operation of a Department-owned vehicle; willingness to mentor others to encourage staff growth and success; willingness to respect sensitive situations and maintain confidentiality; willingness to work near hazardous materials; willingness to perform arduous physical activity; willingness to work in small enclosed spaces and elevated locations; willingness to be exposed to traumatic or graphic situations; willingness to receive direction from subordinates during an incident; willingness to participate in committees, work groups, and cadres; willingness to work long and irregular hours, including weekends and holidays; willingness to participate in training sessions to increase technical, administrative, and manipulative skills; willingness to work in inclement conditions; willingness to work within close proximity of inmates and wards; willingness to work with the public and large crowds, including speaking or making presentations to the media and/or Governmental groups; willingness to obtain and maintain Department required certifications and qualifications; willingness to participate in Department-required physical fitness programs in accordance with Department policies and procedures; willingness to render medical care to those in need; willingness to work

around, in and with heavy and specialty equipment; willingness to work throughout the State, at nights, and weekends. Use of "hard" drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes a basis for disqualification from peace officer examinations.

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 1772(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.

Background Investigation

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

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.

Age Requirement

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

Education Requirement

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

ADDITIONAL DESIRABLE QUALIFICATIONS

A good driving record and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles may be required at the time of appointment.

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/8966.aspx>

GENERAL INFORMATION

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

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

Examination Locations: 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.

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

Veterans' Preference: Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov. Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

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.