



ASSISTANT CHIEF

Exam Code: 8FS11

Department(s):	Department of Forestry & Fire Protection
Opening Date:	July 9, 2018
Closing Date:	July 20, 2018
Type of Recruitment:	Promotional
Salary:	\$7170-\$9042
Employment Type:	Limited Term Full-Time Permanent Full-Time
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 a Departmental Promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of July 20, 2018, the final filing 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 Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

FILING INSTRUCTIONS

Final Filing Date: July 20, 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: Penny Condit)
P.O Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Penny Condit)
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, **July 20, 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 the final filing date of **July 20, 2018**.

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

Two years of experience in the California state service performing the duties of a Battalion Chief. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

This is the full supervisory level. In a typical unit, Assistant Chiefs serve as Division Chiefs supervising either the entire administrative program, operations program, or conservation camp.

Positions at this level ensure consistent application of the Department's fire prevention, pre-fire engineering, education, information, volunteers in prevention, and law enforcement policies and procedures.

In unit administration, Assistant Chiefs are responsible for the unit's budget, personnel functions, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of employees; Assistant Chiefs in administration will also have other unit program responsibilities such as the emergency command center, mobile equipment, fire prevention, or training and safety.

In unit operations, Assistant Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure the effective management and mitigation of emergencies; coordinate, develop, and implement the unit's Emergency Resource Directory, County Emergency Response Plan, Local Government Mutual Aid Plans, Local Government Automatic Aid Plans, and Interagency Operational Plans.

In a conservation camp, Assistant Chiefs liaise with the California Department of Corrections and Rehabilitation staff to ensure the cooperative program function within the policies and guidelines of both agencies; direct the workday custody, training, and daily ratings of inmates and wards; responsible for planning, developing, inspecting, implementing, and evaluating work projects for federal, state, and local agencies.

In a region or headquarters office, Assistant Chiefs serve as Division Chiefs supervising program staff and assisting higher level managers with direction of a major fire protection or fire prevention program. Assistant Chiefs may have other unit program responsibilities.

Assistant Chiefs may also serve as Deputy Chiefs in very large and complex units or have staff responsibility for program direction in a region or headquarters office.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during August/September.

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

Knowledge of:

1. The Department mission, vision and values to ensure that strategic goals are met
2. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks
3. Modern fire protection organization standards and management practices used to deliver emergency services, wildland, and structural fire protection
4. Safe work practices to provide a safe work environment for employees and the public
5. Instructional techniques, methods and management for successful training programs
6. Laws and Department policies regarding mandatory job related training for employees to ensure compliance
7. Fire hazard reduction methods to successfully reduce fire hazards
8. Basic arithmetic for accurate calculations
9. Basic grammar for accurate report writing
10. Mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public and private entities
11. Computer software programs to electronically compile data, communicate with others, and perform research
12. Radio call plans to effectively utilize communication devices
13. Department requisition, purchasing procedures, and procurement process to acquire materials and equipment for facilities, programs, or projects
14. Adverse effects of emergency operations to recognize the consequences of strategic decisions
15. Supervisory and management personnel practices for effective leadership
16. Personal Protective Equipment to ensure appropriate care, maintenance, application, and timely replacement
17. Maintenance, application, and replacement of mobile equipment to ensure continued operation
18. Maintenance, and replacement of facilities, equipment, and infrastructure
19. Signs and symptoms to recognize a substance abuse problem and appropriate corrective action
20. Department substance abuse policy and procedures to ensure workforce health and safety
21. Controlled substance management to ensure Drug Enforcement Administration compliance
22. The Department's Employee Support Services Program to assist employees having personal or work-related problems
23. Attendance reporting requirements, leave standards, and procedures to maintain accurate records
24. California Vehicle Code and Department policies and procedures, pertaining to the operation of emergency vehicles
25. Department and Unit level safety practices to ensure health and wellness of personnel
26. Department codes, rules, policies, and procedures to ensure compliance
27. Memorandums of Understandings to assist with cooperative agreements and contracts
28. Job-related bargaining unit agreements of employees to advise staff on agreements, complaints, and adverse actions
29. Forest fire laws and methods of enforcement to ensure compliance
30. Emergency Command Center operations to ensure successful coordination of work.
31. Techniques used by the Department for public education and information

32. Various local, State and Federal laws, codes, regulations, and ordinances regarding land use, life hazard, fire hazard, and risk reduction to protect the public and natural resources of the State
33. Principles and methods of effective supervision, disciplinary actions, and employee evaluations
34. Supervisory roles in promoting equal employment opportunity in hiring, development, promotions, and for maintaining a work environment which is free of discrimination and harassment
35. Supervisory responsibilities under the Ralph C. Dills Act to ensure compliance
36. Laws and Department policies regarding mandatory training for employees to ensure compliance.
37. Job-related bargaining unit agreements of employees to ensure compliance
38. principles, methods, and terminology of forest management, environmental, wildland management, and conservation to relay pertinent information
39. Department's fire prevention bureau for appropriate use and/or notification
40. Conservation camps in cooperation with the California Department of Corrections and Rehabilitation to ensure effective interactions with local government
41. Cooperative fire protection programs with local, State, and Federal agencies to ensure effective operation
42. Policies, objectives, and standards established by the State Board of Forestry and Fire Protection to effectively meet the Department's mission, vision and values
43. State fiscal accounting/budgets, property, and personnel policies to oversee the development of the budgeting process to ensure compliance
44. Methods to monitor activities and progress of Department programs and projects to ensure effective oversight
45. Employment interviewing principles and techniques used to hire personnel
46. California Department of Corrections and Rehabilitation procedures, laws, and codes pertaining to the use of adult/youth offenders by the Department
47. Contemporary methods of emergency incident management to ensure effective operation
48. Basic fire behavior to facilitate incident management
49. Factors affecting wildland fire behavior to make strategic decisions regarding incident management
50. Characteristics of structural materials under varying degrees of fire intensity and duration to mitigate and suppress fires
51. Investigation techniques, methods, and practices to ensure compliance with State laws
52. Department command and control policies and procedures for effective oversight
53. Firefighting tools and equipment for safe and effective use
54. protection of environmentally sensitive areas, species, prehistoric and historic sites by following established State and Federal guidelines
55. Departments hiring policies and procedures for effective oversight
56. Risk Management and systems to safely carry out missions in accordance with Department policies and procedures

Skill to:

1. Safely operate Department vehicles through adverse conditions to effectively carry out day to day operations
2. Speak to others in English to effectively convey information
3. Produce written correspondence in English to effectively convey information
4. Read and comprehend information to effectively interpret information
5. Communicate performance standards and expectations to personnel for comprehension
6. Communicate effectively to receive and convey information
7. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to build consensus
8. Document and complete employee performance evaluations for effective personnel management
9. Manipulate various tools for safe and effective use
10. Operate medical devices to render medical care
11. Render basic life support to render medical care
12. Operate Self Contained Breathing Apparatus equipment for effective operation and use
13. Use proper body mechanics under the Injury and Illness Prevention Program to prevent personal injury
14. Perform arduous physical activity in all conditions and terrain for effective job performance
15. Don and use infectious control Personal Protective Equipment to provide for firefighter safety according to Department policies and procedures
16. Don and use appropriate fire and safety gear to provide for firefighter safety according to Department policies and procedures
17. Use navigation tools for assistance in navigation and mapmaking
18. Use communication equipment for effective communication in emergency and non-emergency situations
19. Create graphic visual reports to conduct oral presentations
20. Multi-task in order to manage emergency and non-emergency situations
21. Perform various office clerical activities necessary for the administration of the station, programs, or projects
22. Perform minor mechanical repairs on vehicles and small appliances to ensure operational readiness

Ability to:

1. Work effectively with others to perform collaborative tasks
2. Reprioritize urgent assignments with short notice when new assignments are given for effective workload management
3. Assess situations and make immediate decisions under emergency situations to provide direction to fire line personnel
4. Read, write, and speak English to successfully complete tasks
5. Listen effectively to obtain accurate and detailed information
6. Apply the principles and methods of effective supervision for effective personnel management
7. Fulfill supervisory responsibilities under the Ralph C. Dills Act for effective personnel management
8. Effectively promote equal employment opportunity to maintain a work environment which is free of discrimination and harassment
9. Operate a variety of electronic equipment to perform work using computer software and/or audio/visual systems
10. Perform at a command level during emergencies to ensure effective operations
11. Supervise programs, projects, and emergency operations to ensure effective oversight
12. Plan programs, projects, and emergency operations to ensure effective operation
13. Implement programs, projects, and emergency operations to ensure effective operation
14. Evaluate strategic analysis to translate it into tactical action
15. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations
16. Effectively coordinate the work of others to meet goals and objectives
17. Read and interpret maps and charts to aid in navigation and ensure accuracy
18. Prepare clear and concise reports for effective communication
19. Maintain records to ensure accurate reporting
20. Make presentations to engage and inform an audience
21. Work effectively and cooperatively in a team environment under various conditions to perform cooperative tasks
22. Work in an individual environment under various conditions to ensure effective operation
23. Develop and deliver training to ensure the material is retained
24. Organize and implement fire prevention programs to ensure safe and effective operation
25. Perform mathematical calculations and compute averages and percentages to perform job duties
26. Participate in and assist with projects to ensure deadlines are met
27. Develop program plans and standards to meet the needs of the Department
28. Combine details from several sources to evaluate and ensure compliance with Department policies and procedures
29. Oversee the implementation of a new and/or revised program to ensure effective operation
30. Determine and establish priorities for the completion of assignments
31. Identify problems to take appropriate action when problems arise
32. Respond to complaints or concerns from citizens to ensure effective communication.
33. Explain complicated information in simple, understandable language to ensure comprehension
34. Ensure accountability through the progressive discipline and adverse action process
35. Plan for and manage contractual fire protection and emergency services to ensure successful delivery of services
36. Develop and maintain plans for mutual-aid cooperative fire protection systems to ensure successful delivery of services
37. Interpret and explain codes, rules, and Department policies and procedures to ensure comprehension.
38. Perform physical activities and maintain situational awareness necessary to manage emergencies and prevent injuries
39. Adjust and adapt in a changing work environment to ensure effective operations under all conditions
40. Address issues and seek cost effective solutions manage Unit/Program budget
41. Maintain a valid driver's license to enable the legal operation of Department-owned vehicles
42. Obtain and maintain Department required certifications to ensure safe operations in accordance with applicable local, State, and Federal regulations, and Department policies and procedures
43. Effectively organize and conduct public education programs to increase fire prevention knowledge
44. Develop and maintain plans for cooperative fire protection and emergency services systems to ensure effective operation
45. Recognize sensitive situations and maintain confidentiality to meet the needs of the Department
46. Exercise sound judgement in making decisions to effectively meet the Department's mission, vision and values
47. Work long and irregular hours including weekends and holidays to meet the needs of the Department

SPECIAL PERSONAL CHARACTERISTICS

Willingness to:

1. To travel long distances during emergency and non-emergency assignments to effectively meet the Department's mission, vision and values
2. Work in remote locations to meet the needs of the Department.
3. Be away from family for an extended period of time to meet the needs of the Department.
4. Return to duty when requested or ordered
5. Pay for expenditures up front until reimbursed
6. Work off the grid or at reduced capability when necessary to ensure effective operation
7. Respond to incidents at any time to meet the needs of the Department
8. Respond to work communication while off duty
9. Work on a computer for an extended period of time to complete various tasks and assignments.
10. Work long and irregular hours including weekends and holidays
11. Comply with the Department's Employee Rules of Conduct
12. Participate in Department-required physical fitness programs in accordance with Department policies and procedures
13. Maintain personal appearance in accordance with the Department Grooming Standards
14. Abide by the Department's policies and procedures
15. Maintain a valid driver's license to enable the legal operation of a Department-owned vehicle.
16. Participate in training sessions to increase technical, administrative, and manipulative skills
17. Render medical care to those in need
18. Obtain and maintain Department required certifications and qualifications to ensure safe and effective operations
19. Mentor others to encourage staff growth and success
20. Lead others to ensure effective operation to meet the needs of the Department
21. Direct various levels of personnel to ensure effective operation
22. Mitigate mentally and emotionally stressful situations to meet the needs of the Department
23. Respect sensitive situations and maintain confidentiality to meet the needs of the Department
24. Be exposed to traumatic or graphic situations to meet the needs of the Department
25. Remain calm when confronted by the public
26. Establish and maintain cooperative relationships with Department employees, other agencies, cooperators, and the public
27. Give direction to all levels of personnel
28. Compromise
29. Work independently
30. Work in a group to meet a common goal or objective
31. Follow chain of command to ensure effective operation
32. Receive direction from subordinates during an incident
33. Accept increasing responsibility to meet the needs of the Department
34. Work in inclement conditions
35. Perform arduous physical activity
36. Work in hazardous conditions
37. Work near hazardous materials
38. Oversee adult/youth offenders and work with the California Department of Corrections and Rehabilitation personnel
39. Assess situations and make immediate decisions under emergency situations
40. Be objective when making decisions to meet the needs of the Department
41. Plan, organize, and direct the work of others to coordinate activities with other shifts and stations

SPECIAL REQUIREMENTS

BACKGROUND INVESTIGATION INFORMATION

Candidates selected for an appointment shall 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.

CONTACT INFORMATION

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

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

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/1550.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.

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.

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 expunable

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.