



DEPUTY STATE FIRE MARSHAL

Exam Code: 8FS18

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	October 12, 2018
FINAL FILING DATE:	November 9, 2018
EXAM TYPE:	Open, Non-Promotional
SALARY:	\$5,400.00 - \$6,341.00 A \$5,661.00 - \$7,280.00 B
EMPLOYMENT TYPE:	Limited Term Full-Time Permanent Full-Time
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 November 9, 2018.

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>
--	--

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **November 9, 2018** 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 **January/February 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”

Experience: One year of experience in the California State Fire Marshal's Office performing the duties of a State Fire Marshal Trainee assigned to Field Operations.

or “II”

Either

Experience:

1. One year of fire prevention experience performing technical fire prevention inspections, building inspections, fire prevention engineering, or fire investigation.

or

2. Two years of experience performing fire suppression in a fire department.

and

Education: Successful completion of 15 units of Fire Technology courses from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) (units may be challenged by State Board of Fire Services Certified courses). (Two years of additional qualifying experience may be substituted for this education requirement.)

or “III”

Education: Equivalent to graduation from an accredited college with major work in fire protection engineering, fire service administration, fire protection administration and technology, civil engineering, mechanical engineering, electrical engineering, chemical engineering, chemistry, physics or architecture. (Senior students in a recognized institution will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Note: If you are applying under Pattern II or Pattern III, you must provide a copy of your transcripts and/ or your degree.

If you are registered as a senior in a recognized institution, you must provide a letter on letterhead from the educational institution signed by the dean or registrar confirming that you are a registered senior.

ADDITIONAL DESIRABLE QUALIFICATIONS

Willingness to travel and work throughout the State; reliability; alertness and keenness of observation; good memory for details; physical fitness and emotional and psychological stability; possession of a valid California driver's license and good driving record. (Applicants who do not possess a valid California driver's license will be admitted to the exam, but must have a license at the time of appointment.)

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

Deputy State Fire Marshal, under close supervision, learn fire prevention and enforcement techniques; perform technical fire prevention and inspection work of average difficulty; review construction drawings and specifications; and perform other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

Knowledge of:

1. Laws, codes, and regulations to effectively carry out the responsibilities of the Office of the State Fire Marshal.
2. General fire prevention practices and procedures to ensure fire and life safety.
3. California-adopted National Fire Protection Association (NFPA) standards to ensure compliance with the installation, operation, and maintenance of fire protection systems.
4. Health and safety hazards encountered during the performance of duties to ensure personal safety.
5. Personal protective equipment used to ensure personal safety.
6. Fundamentals of fire and human behavior to perform proper assessment of building components.
7. Time management techniques to efficiently organize and prioritize workload and scheduling.
8. California Vehicle Code defensive driving techniques to safely operate Department vehicles.
9. Mission, vision, and values of the Department in order to meet department goals.
10. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
11. Fire protection systems and equipment to ensure fire and life safety.
12. The operation of mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public or private entities.
13. Building construction to conduct required plan review and inspections.
14. Appropriate lifting techniques and body mechanics to reduce the risk of injury.
15. Construction and engineering terminology to ensure accurate interpretation of subject matter.
16. Computer software to compile data for reporting and communication purposes.
17. Incident Command System structure and task requirements in order to serve in any assigned function.
18. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.
19. Fire department response and suppression practices for plan review and inspections.
20. Organizational command structures to effectively carry out the responsibilities of the Office of the State Fire Marshal.
21. Techniques used for public education and information dissemination.
22. Customer service techniques for tactful communications with the public and stakeholders.

Skill to:

1. Operate an assigned motor vehicle in accordance with applicable laws and regulations.
2. Observe the environment and exercise situational awareness to ensure personal safety.
3. Utilize computer and mobile equipment technologies and related software to produce reports and/or correspondence.
4. Administer basic first aid to render emergency medical care.

Ability to:

1. Pass a background investigation to become a peace officer.
2. Acquire and/or maintain certifications required for the position.

3. Read and write English to effectively apply laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
4. Work independently with minimal supervision in order to complete work assignments.
5. Act in a professional manner as a representative of the Office of the State Fire Marshal.
6. Exercise situational awareness to ensure personal safety.
7. Operate Department vehicles through adverse conditions to safely carry out day to day operations.
8. Manage time and deadlines to efficiently organize and prioritize workload and scheduling.
9. Comply with Department policies and expectations.
10. Maintain peace officer status to effectively carry out the responsibilities of the Office of the State Fire Marshal.
11. Function in a chain of command environment to effectively carry out the responsibilities of the Office of the State Fire Marshal.
12. Enter detention facilities to access inspection and investigation sites.
13. Effectively communicate in order to convey clear and concise ideas and information to various audiences.
14. Comprehend State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to ensure compliance.
15. Learn fire prevention principles and the methods of conducting fire prevention inspections to meet training outcomes.
16. Address and resolve conflicts tactfully in order to meet demands of the job while dealing with various issues that may arise.
17. Assert yourself on behalf of the Department to ensure enforcement of, and compliance with, State laws, regulations, codes, and standards.
18. Research State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet training outcomes.
19. Work irregular hours, including weekends and holidays.
20. Travel and perform work in remote parts of the State or out-of-state.
21. Travel to conduct state business.
22. Create and maintain logs, reports, and files to ensure accurate documentation.
23. Effectively communicate under stressful situations.
24. Analyze situations and reason logically in order to recommend an effective course of action.
25. Receive criticism and/or direction from various levels in order to improve job performance or take appropriate action.
26. Coordinate multiple tasks simultaneously to meet projected goals.
27. Utilize computer and mobile equipment technologies and related software to produce reports and/or correspondence.
28. Remain on duty for extended periods of time, as necessary, or as emergency circumstances arise.
29. Sit for long periods of time to conduct State business.
30. Stand for several hours to participate with inspections and investigations.
31. Walk on uneven ground to access inspection sites and events.
32. Climb ladders and stairs to access inspection and investigation sites.
33. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
34. Interpret and explain complicated information in simple, understandable language to ensure comprehension.
35. Interpret applicable codes, laws, rules, and regulations for application in all Department programs and activities.
36. Think spatially and three-dimensionally in order to review building plans and specifications.
37. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
38. Don and wear personal protective equipment for extended periods to perform job duties in various climates.
39. Utilize proper lifting techniques and body mechanics to reduce the risk of injury.
40. Read and interpret maps to navigate to an assigned destination.
41. Perform mathematical calculations for plan review and inspections.
42. Select the appropriate tool or tools to perform a specific job task.

43. Effectively coordinate the work of others to meet goals and objectives.
44. Learn instructor and instructional principles and methods to meet training outcomes and perform quality control reviews of instructors.

PERSONAL CHARACTERISTICS

Willingness to:

1. Maintain a valid California driver's license and good driving record.
2. Work in a chain of command environment.
3. Abide by the department's policies and procedures.
4. Maintain a good driving record.
5. Obtain or maintain peace officer status.
6. Maintain personal appearance in accordance with the Department Grooming Standards.
7. Comply with the department's Employee Rules of Conduct.
8. Work with minimal supervision.
9. Remain calm when confronted by the public.
10. Walk or stand for long periods of time.
11. Wear and maintain personal protective equipment and other job-related safety equipment.
12. Be objective when making decisions and to support those decisions with facts and a reasoned analysis.
13. Work in potentially hazardous conditions.
14. Remain on duty for long periods of time, as necessary, or as emergency circumstances arise;
15. Be flexible regarding job assignments.
16. Receive direction from subordinates during an incident.
17. Purchase, wear, and maintain an approved CAL FIRE uniform.
18. Respect sensitive situations and maintain confidentiality.
19. Work on a computer for an extended period of time to complete various tasks and assignments.
20. Work in adverse environmental conditions.
21. Travel and perform work in remote parts of the State or out-of-state.
22. Work off the grid or at reduced capability.
23. Accept increasing responsibility.
24. Work out of an assigned vehicle.
25. Work irregular hours, including weekend and holidays.
26. Work in small enclosed spaces and elevated locations.
27. Work within close proximity of inmates or wards.
28. Work at high profile events.
29. Respond to incidents at any time.
30. Mitigate mentally and emotionally stressful situations.
31. Perform arduous physical activity.
32. Be exposed to traumatic or graphic situations.
33. Work with the public and large crowds, including speaking or making presentations to the media, stakeholders, and/or Governmental groups.
34. Work near hazardous materials.
35. Work around, in and with heavy specialty equipment.
36. Give direction to all levels of personnel.
37. Participate in committees, work groups and cadres.
38. Mentor others to encourage staff growth and success.
39. Respond to work communication while off duty.
40. Conduct training courses and quality control reviews of instructors and accredited academies.

VETERENS' 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

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.

SPECIAL 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

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.

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.

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.

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.

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.

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.