

## **REVISED EXAMINATION ANNOUNCEMENT**

EXAM TITLE: DIVISION CHIEF, CALIFORNIA STATE FIRE MARSHAL'S  
OFFICE

EXAM CODE: 4FS15

EXAM BASE: DEPARTMENTAL PROMOTIONAL

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: MARCH 12, 2015\*

INTERVIEWS: APRIL/MAY 2015\*\*

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

\*The final filing date has been extended to March 12, 2015. Applications must be postmarked no later than March 12, 2015.

\*\*It is anticipated that the qualifications appraisal interviews will be held in April/May 2015.

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



## DIVISION CHIEF, CALIFORNIA STATE FIRE MARSHAL'S OFFICE

Exam Code: 4FS15

Department(s):	Department of Forestry & Fire Protection
Opening Date:	12/01/2014
Closing Date:	12/15/2014
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY \$6793 - \$8100
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

### EEO

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

### DRUG FREE STATEMENT

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

### WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection.

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **December 15, 2014**, 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.

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

## FILING INSTRUCTIONS

Final File Date: **December 15, 2014**

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.

**Note:** Applications **will not** be accepted via e-mail.

### **MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Arcelia Espinoza)  
P.O. Box 944246  
Sacramento, CA 94244-2460

### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Arcelia Espinoza)  
1300 U Street  
Sacramento, CA 95818

## 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.

## REQUIRED IDENTIFICATION

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

## SALARY INFORMATION

**\$6793 - \$8100**

## ELIGIBLE LIST INFORMATION

A Departmental promotional 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 **December 15, 2014**, 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), timebase, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as “**Either**” I, “**Or**” II, “**Or**” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

### “**Either**” I

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 **January/February 2015**.

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 AND ABILITIES

Scope:

A. Knowledge of:

1. The Department's budgeting process to develop or oversee program budgets for fiscal accountability.
2. Computer software programs to compile data and produce statistical, historical, budgetary, and project reports.
3. Informal and formal legislative, budgetary, and regulatory processes.
4. Fire safety awareness, education and information programs.

5. Management practices and organizational techniques to provide effective leadership to maximize employee and program efficiency.
6. Basic techniques and methods of team building and leadership to ensure effective division management.
7. 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.
8. Modern methods and equipment for fire prevention and control.
9. Principles and practices of modern public administration and management, to accomplish the mission and goals of the Department.
10. Effective supervision to promote a valuable, efficient, and ethical workforce.
11. Managerial responsibilities under the Ralph C. Dills Act (Government Code Sections 3512 to 3524) and the various bargaining unit Memorandums of Understanding to ensure compliance with labor laws.
12. Resources available for employees having personal or work-related problems to ensure the well-being and safety of the workforce,
13. The Department's safety practices, policies, and procedures adhering to applicable laws and regulations to achieve employee workplace safety and protection.
14. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
15. Departmental requisition and purchasing procedures to acquire materials and equipment for a program or project.
16. The mission, vision, and values of the Department in order to meet Departmental goals.
17. Fire data information management.
18. Provisions of the California Codes relating to fire and life safety to comply with safety standards.
19. State laws, in order to effectively carry out the responsibilities of the Office of the State Fire Marshal.
20. Fire protection technology to meet the fire and life safety requirements and standards.
21. Criminal and civil investigation techniques to assist the California Department of Forestry and Fire Protection and local fire investigators to produce clear and accurate investigative reports.
22. The Peace Officer Bill of Rights to ensure that employee rights are protected.

B. Ability to:

1. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.
2. Provide effective administrative leadership to accomplish the basic functions and objectives of the division.
3. Train staff, public, private industry, and all governmental agencies.
4. Communicate effectively, both orally and in writing, with all levels of staff and the general public.
5. Assure effective working relationships by encouraging and building mutual trust, respect, and cooperation among employees and stakeholders.
6. Establish goals and objectives to maximize program efficiency.
7. Take disciplinary actions to document employee performance in accordance with the Department's disciplinary process.
8. Develop employee safety training to ensure a safe working environment.
9. Conduct employee safety training to ensure a safe working environment.
10. Prepare written information to provide effective exchange of information.
11. Interpret information to ensure accurate interpretation of written documents.
12. Develop oral presentations to provide effective exchange of information.
13. Deliver oral presentations to provide effective exchange of information.
14. Develop written presentations to provide effective exchange of information.
15. Explain complex and sensitive information to the media in a clear manner that provides effective communication exchange.
16. Perceive the alternatives available in the solution of management problems and select logical and realist courses of action.
17. Professionally respond to stakeholders regarding complaints or concerns to provide a sufficient level of customer service.
18. Oversee the effective implementation of new and/or revised programs to sufficiently comply with the Department's policies and requirements.
19. Competently manage multiple assignments to meet job demands of varying complexities.
20. Prepare persuasive arguments in support of recommendations.
21. Advise executive staff on complex and sensitive public safety issues to provide a solution or corrective action sufficient to guide the application of Departmental programs and responsibilities.

## **VETERANS PREFERENCE**

Veterans' preference is not granted in promotional examinations.

## **CAREER CREDITS**

Career credits are not granted in promotional examinations.

## **DISTINGUISHING CHARACTERISTICS**

### **SPECIAL PERSONAL CHARACTERISTICS**

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.

## **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

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at 1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## **SPECIAL REQUIREMENTS**

### **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 REQUIREMENT**

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

## 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.

## DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: [Classification Description \(specification\)](#)

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

**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: [State Application](#), 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, and, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**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. 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/Job/VeteransInformation>, and the Department of Veterans Affairs.

**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 requirements 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. Form 678). (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California 95814).

**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 Sections 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 Sections 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.