

Hiring Flow Chart
Fire Fighter II and Fire Apparatus Engineer
(Excluding Paramedic classifications)

Advertisement

Vacant Position Advertisement posted on CalHR website (VPOS)
<http://jobs.spb.ca.gov/wvpos/>

Application Process

Applications and supplemental information submitted following directions given in the VPOS advertisement.

Screening Criteria

- As necessary, review performed by the respective Region (FAE completed by the Northern Region; FFII completed by the Southern Region)
- As necessary, applications and supplemental information will be reviewed in order to allow applicants to be considered
- Failure to accurately complete and sign any portion of the required application package as stated in the VPOS advertisement may result in disqualification from the hiring process.

Rating Criteria

- Conducted by a group of Subject Matter Experts
- Only those who successfully met the Screening Criteria will be considered in this phase.
- Limited term applicant rating will be solely based on the Statewide Questionnaire results.
- Permanent hires for FAE may be based on interviews. The top applicants from the Statewide Questionnaire rating will participate in interviews that will be conducted Statewide at predetermined locations using standardized questions.
- Permanent hires for FFII may be solely based on the Statewide Questionnaire results.

Statewide Hiring Applicant Pool

A database will be utilized to coordinate the hiring process.

Statewide Hiring

- Applicants will be contacted by phone using the phone numbers provided on their application.
- Applicants will be made a job offer based on available vacancies.
- If the applicant is not available they have until 5:00 p.m. the following business day to respond. If the applicant does not respond within the designated timeframes the tentative job offer will be rescinded.
- Units will be notified of their new hires at the end of each day.

Region conducts final clearances as necessary (i.e., RPP, CPAT, etc.) and notifies hiring Unit.

Applicant contacted by hiring Unit with reporting information.