



UNIT CHIEF
Exam Code: 6FS02

Department(s):	Department of Forestry & Fire Protection
Opening Date:	02/01/2016
Closing Date:	02/12/2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,900.00 to \$8,702.00
Employment Type:	Permanent Full-time Limited Term Full-time
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 of 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 (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **February 12, 2016**, 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: **February 12, 2016**

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: LaWren Morrow)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

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

Applications postmarked or personally delivered after the final filing date, **February 12, 2016**, will not be accepted for any reason.

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.

SALARY INFORMATION

\$6900 - \$8702

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 **February 12, 2016**, 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 will be rejected.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

Two years of experience in the California state service performing the duties of an Assistant Chief with Fire Administration/Fire Operations experience. (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

Unit Chiefs have management responsibility of all Department of Forestry and Fire Protection programs for a specified geographical area called a unit.

Positions at this level provide guidance and leadership to subordinate supervisors and unit employees and oversee all operational and administrative functions within a unit; and ensure unit compliance with federal and state laws, and departmental policies and procedures.

Unit Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; ensure the unit coordinates, develops, and implements the unit's Interagency Operational Plans; serve as State Office of Emergency Services Operational Area Coordinator; coordinate with local governing bodies to prepare and implement contractual fire protection services; and liaise with California Department of Corrections and Rehabilitation staff to ensure that cooperative programs function within the policies and guidelines of both agencies.

Positions at this level also review, analyze, and ensure the development and implementation of the unit's Fire Plan and Fire Prevention Program, including law enforcement, civil cost recovery, Fire Safe and Land Use Planning, and promote public interest and participation in fire prevention efforts.

Unit Chiefs oversee a unit's administrative functions, including purchasing, acquisition, storage, inventory, and distribution of supplies and equipment; budget management; and personnel management, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of employees. Positions at this level also review and recommend Capital Outlay Budget Change Proposals and special repairs priorities, serve as unit contact for internal and external audits, and ensure that the mobile equipment fleet is managed, operated, and maintained safely.

Unit Chiefs serve as the unit contact, developing and maintaining positive working relationships with various groups, including political officials and governmental representatives at the federal, state, and local levels, cooperating agencies, media, landowners, and specialists from within the Department and from outside organizations.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **March/April 2016**.

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. Department's mission, vision, and value statements to carry out the day to day activities of the Department.
2. Forestry and wildland management practices to ensure compliance.
3. Department's safety procedures and programs to ensure personnel safety and compliance with Federal and State law.
4. Computer software programs to ensure effective job performance.
5. Mathematic calculations for effective job performance.
6. Department computer programs for personnel reporting to ensure compliance with Department policy.
7. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer a resource to personnel and/or coworkers.
8. Modern fire protection organization standards/guidelines and management practices used to guide wildland and structural fire protection, as well as other emergency services.
9. Modern fire prevention methods used to deliver wildland and structural fire protection.
10. Emergency incident management systems for proper incident management and organization.
11. Emergency Command Center (ECC) operations for efficient command and control of emergency resources.
12. Strategies used to safely and effectively suppress various types of fires.
13. Fire protection cooperative agreements to ensure effective operation.
14. Measures to reduce adverse effects caused by emergencies.
15. Personal Protective Equipment (PPE) to ensure safety of personnel and to comply with State and Federal regulations.
16. Fire suppression principles for various types of fires to safely and effectively mitigate an incident.
17. Emergency operations to mitigate incidents in a safe and effective manner.
18. Fire history to assist in the prevention and/or suppression of wildland fires.
19. Personnel procedures to promote an effective workforce.
20. Managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
21. Various Bargaining Unit (BU) Memorandums of Understanding (MOU) to ensure Department compliance.
22. Time reporting procedures to maintain personnel records.
23. Managerial and leadership methods to promote effective unit personnel management.
24. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
25. Promoting equal opportunity of employees to maintain a discrimination and harassment free environment.
26. Equal Employment Opportunity (EEO) policies in the workplace.
27. Federal and State environmental regulations to ensure an effective and compliant work environment.
28. Applicable codes, laws, rules and regulations to ensure appropriate application.
29. Department intranet to access Department specific information, policies, and forms.
30. Department's organizational structure to work effectively within the organization.
31. Department's mobile equipment accident reporting policy to ensure appropriate documentation.
32. Department forms, purpose, and application for effective job performance.
33. Critical Incident Stress Management (CISM) to support employee's health.
34. Department substance abuse policy to ensure workforce health and safety.
35. The 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.
36. California Vehicle code and Department policies as it pertains to the operation of emergency vehicles for safe and effective job performance.
37. Writing elements to ensure written materials are complete, concise, and error free.
38. Mobile communication devices to effectively communicate with others.
39. State-wide radio call plan to effectively communicate with Emergency Command Centers (ECC) and other emergency responders.
40. Various terminologies to communicate effectively.
41. Instructional techniques, methods, and management to provide effective training and leadership.
42. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
43. Basic Life Support (BLS) programs to ensure proper training of personnel.
44. Care, maintenance, application, and replacement of mobile equipment to ensure viable emergency response capability.
45. Facility operations to ensure proper maintenance and operational readiness.
46. Fire suppression tools and equipment to effectively manage unit operations.

47. Navigational aids for assistance in navigation.
48. Department's Strategic Plan to carry out the day to day activities of the Department.
49. Department's Code of Conduct to ensure appropriate behavior of oneself and others.
50. Department policies and procedures to ensure effective unit operations.
51. California Department of Corrections and Rehabilitation (CDCR) laws and codes pertaining to CAL FIRE's use of inmates and wards to maintain effective operation.
52. Interagency agreements between CAL FIRE and other State agencies to ensure effective operations.
53. Department budgeting processes to oversee program budgets for fiscal responsibility.
54. Department acquisition procedures to acquire materials and equipment.
55. Department cost recovery program to recover suppression costs.

Skill to:

1. Communicate effectively orally and in writing.
2. Speak to others to effectively convey information.
3. Tactfully and diplomatically handle situations for successful job performance.
4. Conduct oral presentations to ensure effective communication.
5. Multi-task during emergency and non-emergency situations.
6. Use communication equipment for effective communication in emergency and non-emergency situations.
7. Operate computers to ensure operation effectiveness.
8. Safely operate Department vehicles through adverse conditions.

Ability to:

1. Apply principles and methods of effective supervision to provide guidance and direction.
2. Fulfill managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
3. Effectively promote equal opportunity employment to maintain a compliant and fair work environment.
4. Effectively maintain a work environment which is free of discrimination and harassment to ensure a tolerant work environment.
5. Perform at a command level during emergencies for successful incident mitigation.
6. Demonstrate leadership under stressful conditions in emergency and non-emergency situations to ensure safe and effective operations.
7. Coordinate the work of others to meet goals and objectives in a timely manner.
8. Prepare disciplinary actions to properly document employee performance.
9. Apply codes, regulations, and Department policies and procedures to ensure proper understanding and execution.
10. Supervise operations.
11. Participate in and assist with various projects to meet Department goals.
12. Develop program plans and standards to further the Department's mission and goals.
13. Oversee the implementation of new and/or revised programs to ensure effectiveness.
14. Develop and maintain plans for mutual-aid cooperative fire protection systems to meet the Department's mission.
15. Operate electronic equipment to ensure efficiency.
16. Coordinate programs, projects, and emergency operations for successful incident mitigation.
17. Conduct strategic analyses in order to choose an appropriate action.
18. Plan for cooperative fire protection agreements for successful delivery of services.
19. Manage cooperative fire protection agreements for successful delivery of services.
20. Effectively communicate in stressful situations and adverse conditions.
21. Read, write, and speak English to successfully complete tasks.
22. Listen effectively to successfully complete tasks and communicate.
23. Prepare and maintain reports and records to ensure accuracy of unit functions.
24. Maintain Department required certifications and qualifications to ensure safe and effective operations.
25. Work with others to instill a constructive work environment.
26. Interpret various materials to ensure accuracy.
27. Present in a variety of situations to ensure effective communication.
28. Work in a team environment to ensure effective operation.
29. Work individually to ensure effective operation.
30. Analyze details from several sources to develop an appropriate conclusion.
31. Establish priorities to ensure completion of assignments.
32. Identify problems and develop solutions to ensure appropriate action is taken.

33. Provide customer service to the public to ensure complaints are resolved in a timely manner.
34. Adapt to a changing work environment to ensure effective operations under all conditions.
35. Reprioritize urgent assignments with short notice when new assignments are given.
36. Assess situations and make immediate decisions under emergency situations.
37. Lead others to ensure effective operation to meet the needs of the Department.
38. Manage and direct others to ensure effective operation.
39. Direct all levels of personnel to ensure effective operation.
40. Follow chain of command to ensure effective operation.
41. Participate in training sessions to increase technical, administrative, and manipulative skills.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits will not be added to the final score of this exam, because it does not meet the requirements to qualify for Career Credits.

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)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must have hearing and vision sufficient to perform the duties of the position; willingness to accept increasing responsibility; willingness to work long and irregular hours including weekends and holidays; 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 require.

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. This background investigation applies only to those positions designated as peace officers.

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.

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/9723.aspx>

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 [State Application](#) 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.

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 not be awarded in 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 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.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are 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.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.

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.