

2013/2014 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

- Review performed by the respective Region (FAE completed by the Northern Region; FFII completed by the Southern Region)
- Applications and supplemental information will be reviewed in order to allow candidates to be considered

Rating Criteria

- Conducted by a group of Subject Matter Experts
- Only those who met the Screening Criteria will be considered in this phase
- Limited term candidate rating will be solely based on the Statewide Questionnaire results
- Permanent hires will be based on the top candidates and transfer candidates. They will participate in interviews that will be conducted Statewide at predetermined locations using standardized questions.

Statewide Matrix

A matrix will be developed to assist in tracking the selection process.

Statewide Hiring

- Conducted by respective Region, and Unit assistance may be requested
- Phone calls for permanent hires will be made first
- Candidates will be encouraged to be available to receive phone contact
- Candidates will be contacted and they will select from available vacancies in all Units
- If the candidate is not available by phone, s/he will receive a written job offer selected from their top available location selection from their location preference form. If the candidate does not respond within the designated timeframes the tentative job offer will be rescinded
- All required paperwork will be mailed out at time of contact from Region office
- Unit notified of their new hires

Region conducts final clearances as necessary (i.e., RPP, CPAT, etc.)

Candidate contacted by Unit with confirmed hiring info (i.e., date, reporting location, etc.)