

## FREQUENTLY ASKED QUESTIONS

The responses to these frequently asked questions are general and INTENDED AS GUIDANCE ONLY. Your situation may differ based on your civil service status, classification, bargaining unit contract, etc. You should always contact the California Department of Forestry and Fire Protection (CAL FIRE) Labor and Human Resource Management (LHRM) office for clarification of your particular situation by calling (916) 445-7801.

### EXAMINATIONS

#### **I am looking for a specific examination and can't find it. What should I do?**

All examinations that are given by CalHR and State departments, including CAL FIRE, are listed on the CalHR website <http://jobs.ca.gov/>. Not all exams are given continuously, so you should check back often to ensure that you do not miss an examination opportunity.

#### **When will the next Fire Fighter II (FF II) and/or Fire Apparatus Engineer (FAE) examination be given?**

It is anticipated the next Fire Fighter II and Fire Apparatus Engineer examination will be announced in Fall 2014.

#### **How do I change my information on an eligible list?**

You can change your information by contacting the CAL FIRE Firefighter II/Fire Apparatus Engineer/Paramedic hotline at (916) 445-7842. You can change your address, phone number(s), email address, and place yourself active or inactive on a list.

#### **What are the major changes the 2013/2014 examination process for Fire Captain?**

Effective October 31, 2013, the Fire Captain exam will be changed from continuous testing to a closed examination.

### JOB VACANCIES

#### **How can I find out about a specific job with CAL FIRE?**

Visit the CAL FIRE Internet Careers webpage at [http://calfire.ca.gov/about/about\\_careers.php](http://calfire.ca.gov/about/about_careers.php).

For additional information on the State career process visit the California Department of Human Resources (CalHR) website at <http://www.jobs.ca.gov/>. The "Career Planning Tab" has [class specifications](#) for every classification. Simply select "Classification Specifications". Once you have identified the classification that you are interested in, you can start searching for open examination bulletins using the search feature on the homepage.

#### **How can I get assistance with my job search?**

For more information, you may contact CAL FIRE LHRM at (916) 445-7801.

CalHR also offers a seminar in Sacramento to help individuals seeking employment with the State of California. In addition, CalHR's Service Center is open during normal business hours to assist individuals in seeking State employment. For more information, please refer to the link below.

- [Lunchtime seminars](#)

## **HIRING PROCESS**

### **What are the major changes to the 2014 hiring process for Fire Fighter II and Fire Apparatus Engineer?**

- The hiring process will be centralized.
- **Nothing** will be mailed to candidates. We will **NOT** be contacting candidates via Contact Letters (i.e., Employment Inquiry Letters).
- Candidates will be responsible for monitoring the CalHR website for Vacant Position (VPOS) advertisements.
- Responding to the advertisement will require submittal of all required documentation being requested on the VPOS advertisement.

### **Why did the hiring process for various classifications change?**

It is the goal and objective of CAL FIRE to streamline and centralize the hiring processes for all fire suppression classifications within CAL FIRE. An analysis of historical documents related to CAL FIRE's hiring processes in various classifications revealed a multitude of means in which hiring processes were conducted and completed. By streamlining and centralizing our hiring processes it should decrease confusion, redundancies, candidate travel time, postage fees, and workload for both candidates and staff.

### **Is CAL FIRE going to notify me when I need to submit an application?**

All civil service vacancies and examination announcements will now be located on the CalHR website at <http://www.jobs.ca.gov/>. Candidates are encouraged to check this website frequently for position vacancies and examination announcements. Candidates can use the drop down menu to locate the Department of Forestry and Fire Protection, and then click search. Candidates can also register to receive email notifications for any vacant positions advertisements posted on the VPOS site.

### **Am I required to follow the instructions listed on VPOS?**

Yes. Candidates are required to comply with all filing instructions outlined in VPOS. Failure to comply with the instructions may result in the candidate not being considered for the vacancy or vacancies.

### **Do I need to apply to multiple locations, or only the locations that I am interested in for vacant positions?**

As stated in the VPOS advertisement to be considered for vacancies that occur in 2014, FF II/FAE candidates will only need to submit one application package. The package will include, but not be limited to, a completed Statewide Questionnaire, Work Location Preference form.

The Work Location Preference form will reflect every Administrative Unit or program in which the civil service classification is utilized. Candidates will be required to prioritize their preferred work locations by using a score order, one (1) to 21 with one (1) being the highest priority to the candidate.

### **Who will be interviewed?**

Only the top candidates from the statewide questionnaire results will be invited to a standardized interview. Interviews will only be conducted for available permanent FF II/FAE vacancies.

### **How will vacancies be filled?**

Vacant positions will be filled utilizing the statewide list of candidates. Candidates will be offered positions based on available vacancies.

**If I am selected for an interview, where will the interview be located?**

It is anticipated, interviews will be held in Redding, Santa Rosa, Fresno, and Riverside.

**What happens if I am not available to answer the phone when I am called with a tentative job offer?**

If a candidate is not available when contacted by phone, the candidate will be provided a tentative job offer in writing based on the Work Location Preference form. Failure to respond to the job offer within the designated timelines provided will result in rescission of the offer.

**I did not receive any contact for an interview for a permanent position after submitting all required and supplemental material. Why was I not successful?**

Using the candidate's current rank on the examination, Statewide Questionnaire, screening criteria, rating criteria, and the number of available permanent positions, only the most qualified candidates are invited to an interview. In that we received a significant amount of applications for a limited number of available permanent positions, not all successful candidates will be able to be interviewed.

**Will I receive a letter telling me that I was unsuccessful in the selection process?**

No. However, eligible represented Bargaining Unit 8 transfer candidates who were unsuccessful in the interview portion of the hiring process shall be informed of the final selection decision within ten working days of the selection as required in the Bargaining Unit 08 Memorandum of Understanding, Section 9.2.5.3. Unsuccessful transfer candidates will also receive an aggregate rating form to assist the them in improving their qualifications and interview skills within 15 days of the final selection as required in the Bargaining Unit 08 Memorandum of Understanding, Section 9.2.5.4.

**If I was unsuccessful in the hiring process, how do I obtain information on further education and training needed to become more successful?**

It is important for every candidate to carefully review and complete all portions of the examination and hiring process as defined in the VPOS advertisement on the CalHR website <http://jobs.spb.ca.gov/vvpos/>. Additionally, candidates should utilize the Statewide Questionnaire as a tool to improve themselves. Candidates should focus on areas of the questionnaire in which the candidate was not able to answer, or only partially answer. Finally, upon completion of the hiring process, candidates that participated in an interview may attempt to contact those panel members assigned to the interview process to gain feedback in areas in which the candidate could improve.

**If I was previously a Limited Term Fire Fighter II or Fire Apparatus Engineer, and I am unsuccessful in the current hiring process, do I have returnee rights to a Fire Fighter I position?**

An individual held a Firefighter I appointment during the prior 12 months for 60 continuous calendar days or more they qualify as a "returnee." Individuals that do not meet this definition must apply during the Fire Fighter I application period.

**Are there any changes to the Paramedic classifications?**

No.

**Will the same lists be used to hire Fire Captains, Fire Apparatus Engineers, and Fire Fighter IIs all year long?**

Yes.

**Are there any changes to the Intra-Unit transfer process?**

No.