



Deputy State Fire Marshal 2FS13

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: 01/28/2022
FINAL FILING DATE: 02/28/2022
EXAM TYPE: OPEN
SALARY: \$6,264.00 - \$8,444.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **February 28, 2022** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form](#)

[\(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resource's website. *You may submit your application by mail or in person.*
- A Training and Experience Narrative which is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Daniel Bluford)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **February 28, 2022**, will not be accepted for any reason.

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.

PLEASE NOTE

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date."

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FOUR QUESTIONS:

- 1. Describe at least four statues, regulations and/or standards that you would reference when conducting a routine fire and life safety inspection?**
- 2. You have been confronted on a job site by an irate contractor who failed an inspection earlier that week. Give at least five examples of how you would deal with this situation.**
- 3. Describe in detail at least four divisions of the Office of the State Fire Marshal.**
- 4. While managing a full workload, you have been delegated a new project with a close deadline. Describe at least four steps in how you would handle this situation.**

When preparing your Training and Experience Narrative; follow the instructions below:

- Please use Arial font, size no smaller than 10
- Limit your responses to no more than a total of four pages (**Only the first four pages will be scored**)
- Your document **MUST** be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above. **APPLICATIONS RECEIVED WITHOUT A NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.**

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Deputy State Fire Marshal](#) classification specification, which is located on the CAL HR website. Use this information when preparing for EXAM BULLETIN – DEPUTY STATE FIRE MARSHAL
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this exam and retain this bulletin for your reference.

MINIMUM QUALIFICATIONS

EITHER I

Experience: One year of experience in the California State Fire Marshal's Office performing the duties of a State Fire Marshal Trainee assigned to Field Operations.

OR II

Experience: **Either**

1. One year of fire prevention experience performing technical fire prevention inspections, building inspections, fire prevention engineering, or fire investigation.

OR

2. Two years of experience performing fire suppression in a fire department. **AND Education:** Successful completion of 15 units of Fire Technology courses from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) (units may be challenged by State Board of Fire Services Certified courses). (Two years of additional qualifying experience may be substituted for this education requirement.)

OR III

Education: Equivalent to graduation from an accredited college with major work in fire protection engineering, fire service administration, fire protection administration and technology, civil engineering, mechanical engineering, electrical engineering, chemical engineering, chemistry, physics or architecture. (Senior students in a recognized institution will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Applicants who do not possess a valid California driver's license will be admitted into the exam, but must have a license by the time of appointment.

ELIGIBLE INFORMATION

A Departmental 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.

POSITION DESCRIPTION

This is the entry, training and journey level. Incumbents, under close supervision, learn fire prevention and enforcement techniques; perform technical fire prevention and inspection work of average difficulty; review construction drawings and specifications; and do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Laws, codes, and regulations (e.g., California Health and Safety Code, California Code of Regulations, Titles 19 and 24) to effectively carry out the responsibilities of the Office of the State Fire Marshal.
2. General fire prevention practices and procedures to ensure fire and life safety.
3. The California-adopted National Fire Protection Association (NFPA) standards (e.g., NFPA 13, 14, 17, 20, 24, 25, 72, 2001) to ensure compliance with the installation, operation, and maintenance of fire protection systems.
4. Health and safety hazards (e.g., construction sites, detention facilities, hazardous materials, environmental factors) encountered during the performance of duties to ensure personal safety.
5. Time management techniques to efficiently organize and prioritize workload and scheduling.
6. The mission, vision, and values of the Department in order to meet Department goals.
7. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
8. Building construction (e.g., types of construction, methods, materials, systems) to conduct required plan review and inspections.
9. Construction and engineering terminology to ensure accurate interpretation of subject matter.
10. Computer software (e.g., word processing, spreadsheets, database programs, presentation, e-mail) to compile data for reporting and communication purposes.
11. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.
12. Techniques used for public education and information dissemination (e.g., public speaking, presentation software).
13. Customer service techniques for tactful communications with the public and stakeholders.

Skill to:

1. Observe the environment and exercise situational awareness (e.g., construction sites, detention centers, incidents, travel) to ensure personal safety.
2. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, mobile phone) and related software to produce reports and/or correspondence.

Ability to:

1. Read and write English to effectively apply laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
2. Work independently with minimal supervision in order to complete work assignments.
3. Act in a professional manner as a representative of the Office of the State Fire Marshal.
4. Exercise situational awareness (e.g., construction sites, detention centers, incidents, travel) to ensure personal safety.
5. Manage time and deadlines to efficiently organize and prioritize workload and scheduling.
6. Comply with Department policies and expectations.
7. Effectively communicate in order to convey clear and concise ideas and information to various audiences (e.g., government officials, stakeholders, contractors, building representatives, customers, general public).
8. Comprehend State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to ensure compliance.
9. Address and resolve conflicts tactfully in order to meet demands of the job while dealing with various issues that may arise (e.g., inspections, plan review, enforcement).
10. Assert yourself on behalf of the Department to ensure enforcement of, and compliance with, State laws, regulations, codes, and standards.
11. Research State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet training outcomes.
12. Work irregular hours, including weekends and holidays.
13. Travel to conduct State business.
14. Create and maintain logs, reports, and files to ensure accurate documentation.
15. Effectively communicate under stressful situations (e.g., scene of an incident, court appearances, media).
16. Analyze situations and reason logically in order to recommend an effective course of action.
17. Coordinate multiple tasks simultaneously to meet projected goals.
18. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, mobile phone) and related software to produce reports and/or correspondence.
19. Remain on duty for extended periods of time, as necessary, or as emergency circumstances arise.
20. Sit for long periods of time to conduct State business.
21. Stand for several hours to participate with inspections and investigations.

22. Walk on uneven ground to access inspection sites and events.
23. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
24. Interpret and explain complicated information (e.g., codes, regulations, rules, Department policies and procedures) in simple, understandable language to ensure comprehension.
25. Interpret applicable codes, laws, rules, and regulations (e.g., State Administrative Manual, Health and Safety Code, Title 19, Title 24) for application in all Department programs and activities.
26. Think spatially and three-dimensionally in order to review building plans and specifications.
27. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
28. Select the appropriate tool or tools (e.g., certified weight scale, architectural scale, flashlight) to perform a specific job task.
29. Effectively coordinate the work of others to meet goals and objectives.

VETERANS' PREFERENCE

Veterans' Preference will be granted for 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 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 [CalHR Veterans Information](#).

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 INFORMATION

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

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.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREexams@fire.ca.gov

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)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

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, 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 Department of Forestry and Fire Protection 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.

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.

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.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).

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.