



ASSISTANT CHIEF

Exam Code: 6FS07

Department(s):	Department of Forestry & Fire Protection
Opening Date:	07/05/2016
Closing Date:	07/19/2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$6,571.00 - \$8,286.00
Employment Type:	Permanent Full-time Permanent Part-time
Exam Type:	Statewide

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 **July 19, 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. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

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 Filing Date: **July 19, 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: Diana Valenciano)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

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

Applications postmarked or personally delivered after the final filing date, **July 19, 2016**, will not be accepted for any reason.

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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$6571 - \$8286

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 **July 19, 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.) **and**

Two years of experience in the California State and service performing the duties of a Battalion Chief. (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

This is the full supervisory level. In a typical unit, Assistant Chiefs serve as Division Chiefs supervising either the entire administrative program, operations program, or conservation camp.

Positions at this level ensure consistent application of the Department's fire prevention, pre-fire engineering, education, information, volunteers in prevention, and law enforcement policies and procedures.

In unit administration, Assistant Chiefs are responsible for the unit's budget, personnel functions, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of employees; Assistant Chiefs in administration will also have other unit program responsibilities such as the emergency command center, mobile equipment, fire prevention, or training and safety.

In unit operations, Assistant Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure the effective management and mitigation of emergencies; coordinate, develop, and implement the unit's Emergency Resource Directory, County Emergency Response Plan, Local Government Mutual Aid Plans, Local Government Automatic Aid Plans, and Interagency Operational Plans.

In a conservation camp, Assistant Chiefs liaise with the California Department of Corrections and Rehabilitation staff to ensure the cooperative program function within the policies and guidelines of both agencies; direct the workday custody, training, and daily ratings of inmates and wards; responsible for planning, developing, inspecting, implementing, and evaluating work projects for federal, state, and local agencies.

In a region or headquarters office, Assistant Chiefs serve as Division Chiefs supervising program staff and assisting higher level managers with direction of a major fire protection or fire prevention program. Assistant Chiefs may have other unit program responsibilities.

Assistant Chiefs may also serve as Deputy Chiefs in very large and complex units or have staff responsibility for program direction in a region or headquarters office.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **September/October 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 AND ABILITIES

Scope:

A. Knowledge of:

1. Department's mission, vision and values to ensure that strategic goals are met.
2. Basic techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks.

3. Modern fire protection organization standards and management practices used to deliver emergency services, wildland, and structural fire protection.
4. Safe work practices to provide a safe work environment for employees and the public.
5. Laws (e.g., AB 1127) and Department policies regarding mandatory job related training for employees to ensure compliance.
6. Fire hazard reduction methods to successfully reduce fire hazards.
7. Basic arithmetic for accurate calculations.
8. Basic grammar for accurate report writing.
9. Requisition, purchasing procedures, and procurement process to acquire materials and equipment for facilities, programs, or projects.
10. Adverse effects of emergency operations to recognize the consequences of strategic decisions.
11. Supervisory and management personnel practices for effective leadership.
12. Personal Protective Equipment to ensure appropriate care, maintenance, application, and timely replacement.
13. The maintenance, application, and replacement of mobile equipment to ensure continued operation.
14. The maintenance and replacement of facilities, equipment, and infrastructure.
15. Signs and symptoms to recognize a substance abuse problem and appropriate corrective action.
16. Department substance abuse policy and procedures to ensure workforce health and safety.
17. Controlled substance management to ensure Drug Enforcement Administration compliance.
18. The Department's Employee Support Services Program to assist employees having personal or work-related problems.
19. The California Vehicle Code and Department policies and procedures, pertaining to the operation of emergency vehicles.
20. Department and Unit level safety practices to ensure health and wellness of personnel.
21. Department codes, rules, policies, and procedures to ensure compliance.
22. Memorandums of Understandings to assist with cooperative agreements and contracts.
23. Of job-related bargaining unit agreements of employees to advise staff on agreements, complaints, and adverse actions.
24. Forest fire laws and methods of enforcement to ensure compliance.
25. Emergency Command Center operations to ensure successful coordination of work.
26. Techniques used by the Department for public education and information.
27. Various local, State and Federal laws, codes, regulations, and ordinances regarding land use, life hazard, fire hazard, and risk reduction to protect the public and natural resources of the State.
28. Principles and methods of effective supervision, disciplinary actions, and employee evaluations.
29. Supervisory roles in promoting equal employment opportunity in hiring, development, promotions, and for maintaining a work environment which is free of discrimination and harassment.
30. Supervisory responsibilities under the Ralph C. Dills Act to ensure compliance.
31. Laws and Department policies regarding mandatory training for employees to ensure compliance.
32. Job-related bargaining unit agreements of employees to ensure compliance.
33. Principles, methods, and terminology of forest management, environmental, wildland management, and conservation to relay pertinent information.
34. The Department's fire prevention bureau for appropriate use and/or notification.
35. Conservation camps in cooperation with the California Department of Corrections and Rehabilitation to ensure effective interactions with local government.
36. Cooperative fire protection programs with local, State, and Federal agencies to ensure effective operation.
37. Policies, objectives, and standards established by the State Board of Forestry and Fire Protection to effectively meet the Department's mission, vision and values.
38. State fiscal accounting/budgets, property, and personnel policies to oversee the development of the budgeting process to ensure compliance.
39. Methods to monitor activities and progress of Department programs and projects to ensure effective oversight.
40. Employment interviewing principles and techniques used to hire personnel.
41. The California Department of Corrections and Rehabilitation procedures, laws, and codes pertaining to the use of adult/youth offenders by the Department.
42. Contemporary methods of emergency incident management to ensure effective operation.
43. Basic fire behavior to facilitate incident management.
44. Factors affecting wildland fire behavior to make strategic decisions regarding incident management.

45. Characteristics of structural materials under varying degrees of fire intensity and duration to mitigate and suppress fires.
46. Investigation techniques, methods, and practices to ensure compliance with State laws.
47. Department command and control policies and procedures for effective oversight.
48. Firefighting tools and equipment for safe and effective use.
49. The protection of environmentally sensitive areas, species, prehistoric and historic sites by following established State and Federal guidelines.
50. Departments hiring policies and procedures for effective oversight.
51. Risk management and systems to safely carry out missions in accordance with Department policies and procedures.

B. Skill to:

1. Speak to others in English to effectively convey information.
2. Produce written correspondence in English to effectively convey information.
3. Read and comprehend information to effectively interpret information.
4. Communicate performance standards and expectations to personnel for comprehension.
5. Communicate effectively to receive and convey information.
6. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to build consensus.
7. Document and complete employee performance evaluations for effective personnel management.
8. Use communication equipment for effective communication in emergency and non-emergency situations.
9. Create graphic visual reports to conduct oral presentations.
10. Multi-task in order to manage emergency and non-emergency situations.
11. Perform various office clerical activities necessary for the administration of the station, programs, or projects.

C. Ability to:

1. Work effectively with others to perform collaborative tasks.
2. Reprioritize urgent assignments with short notice when new assignments are given for effective workload management.
3. Assess situations and make immediate decisions under emergency situations to provide direction to fireline personnel.
4. Read, write, and speak English to successfully complete tasks.
5. Listen effectively to obtain accurate and detailed information.
6. Apply the principles and methods of effective supervision for effective personnel management.
7. Apply the principles and methods of effective supervision for successful job performance.
8. Fulfill supervisory responsibilities under the Ralph C. Dills Act for effective personnel management.
9. Effectively promote equal employment opportunity to maintain a work environment which is free of discrimination and harassment.
10. Operate a variety of electronic equipment to perform work using computer software and/or audio/visual systems.
11. Perform at a command level during emergencies to ensure effective operations.
12. Supervise programs, projects, and emergency operations to ensure effective oversight.
13. Plan programs, projects, and emergency operations to ensure effective operation.
14. Implement programs, projects, and emergency operations to ensure effective operation.
15. Evaluate strategic analysis to translate it into tactical action.
16. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
17. Effectively coordinate the work of others to meet goals and objectives.
18. Read and interpret maps and charts to aid in navigation and ensure accuracy.
19. Prepare clear and concise reports for effective communication.
20. Maintain records to ensure accurate reporting.
21. Make presentations to engage and inform an audience.
22. Work effectively and cooperatively in a team environment under various conditions to perform cooperative tasks.
23. Work in an individual environment under various conditions to ensure effective operation.
24. Develop and deliver training to ensure the material is retained.
25. Organize and implement fire prevention programs to ensure safe and effective operation.
26. Perform mathematical calculations and compute averages and percentages to perform job duties.
27. Participate in and assist with projects to ensure deadlines are met.

28. Develop program plans and standards to meet the needs of the Department.
29. Combine details from several sources to evaluate and ensure compliance with Department policies and procedures.
30. Oversee the implementation of a new and/or revised program to ensure effective operation.
31. Determine and establish priorities for the completion of assignments.
32. Identify problems to take appropriate action when problems arise.
33. Respond to complaints or concerns from citizens to ensure effective communication.
34. Explain complicated information in simple, understandable language to ensure comprehension.
35. Ensure accountability through the progressive discipline and adverse action process.
36. Plan for and manage contractual fire protection and emergency services to ensure successful delivery of services.
37. Develop and maintain plans for mutual-aid cooperative fire protection systems to ensure successful delivery of services.
38. Interpret and explain codes, rules, and Department policies and procedures to ensure comprehension.
39. Address issues and seek cost effective solutions manage Unit/Program budget.
40. Effectively organize and conduct public education programs to increase fire prevention knowledge.
41. Develop and maintain plans for cooperative fire protection and emergency services systems to ensure effective operation.
42. Develop and maintain plans for cooperative fire protection and emergency services systems to ensure effective operation.
43. Exercise sound judgement in making decisions to effectively meet the Department's mission, vision and values.
44. Work long and irregular hours including weekends and holidays to meet the needs of the Department.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

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)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to: travel long distances during emergency/non-emergency assignments to effectively meet the Department's mission, vision, and values; to work in remote locations to meet the needs of the Department; to be away from family for an extended period of time to meet the needs of the Department; to return to duty when requested or ordered; to pay for expenditures up front until reimbursed; to work off the grid or at reduced capability necessary to ensure effective operation; to respond to incidents at any time to meet the needs of the Department; to respond to work communication while off duty; to work on a computer for an extended period of time to complete various tasks and assignments; to work long and irregular hours including weekends and holidays; to comply with the Department's Employee Rules of Conduct; to maintain personal appearance in accordance with the Department Grooming Standards; to abide by Department's policies and procedures; to maintain a valid driver's license to enable the legal operation of a Department-owned vehicle; to participate in training sessions to increase technical, administrative, and manipulative skills; to mentor others to encourage staff growth and success; to lead others to ensure effective operation to meet the needs of the Department; to direct various levels of personnel to ensure effective operation; to mitigate mentally and emotionally stressful situations to meet the needs of the Department; to respect sensitive situations and maintain confidentiality to meet the needs of the Department; to be exposed to traumatic or graphic situations to meet the needs of the Department; to remain calm when confronted by the public; to establish and maintain cooperative relationships with Department employees, other agencies, cooperators, and the public; to give direction to all levels of personnel; to compromise; to work independently; to work in a group to meet a common goal or objective; to follow chain of command to ensure effective operation; to receive direction from subordinates during an incident; to accept increasing responsibility to meet the needs of the Department; to work in inclement conditions; to perform arduous physical activity; to oversee adult/youth offenders and work with the California Department of Corrections and Rehabilitation personnel; to assess situations and make immediate decisions under emergency situations; to be objective when making decisions to meet the needs of the Department; to plan, organize, and direct the work of others to coordinate activities with other shifts and stations.

SPECIAL REQUIREMENTS

NOTE: The Special Requirements apply only to positions designated as peace officers

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.

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.

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 at [State Application](#) California Department of Human Resources offices, 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, at the State Personnel Board office, 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. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is 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) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento California 95814).

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.