



## STATE FIRE MARSHAL TRAINEE

### Exam Code: 7FS12

Department(s):	Department of Forestry & Fire Protection
Opening Date:	June 28, 2017
Closing Date:	July 27, 2017
Type of Recruitment:	Open - Nonpromotional
Salary:	\$4289 - \$5024
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
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 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.

#### 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. Applications will NOT be accepted on a promotional basis.

#### FILING INSTRUCTIONS

Final File Date: **July 27, 2017**

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.

#### **MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Julie Renteria)  
P.O. Box 944246  
Sacramento, CA 94244-2460

#### **SUBMIT IN PERSON:**

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

**Note:** Applications **will not** be accepted via e-mail.

Applications postmarked or personally delivered after the final filing date, **July 27, 2017** 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 on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

## **SALARY INFORMATION**

**\$4289 - \$5024**

## **ELIGIBLE LIST INFORMATION**

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. Eligibility expires 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 as stated on this examination bulletin as of the date the examination is given.

**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 as well as a detailed list of duties performed. Applications received without this information will be rejected.

## **MINIMUM QUALIFICATIONS**

### **"Either" I**

**Experience:** One year of employment in the Office of State Fire Marshal.

### **"Or" II**

One year of experience in any field leading to knowledge of fire suppression/prevention public safety, law enforcement, regulatory compliance, public education/training, or building trades.

and

**Education:** Successful completion of two of the following courses in Fire Technology or Administration of Justice (these must be equivalent to six semester units).

Introduction to Fire Technology, Fire Equipment and Systems, Fundamentals of Fire Prevention, Fire Investigation, Fundamentals of Fire Protection, Introduction to Law Enforcement, Fundamentals of Fire Behavior, and Introduction to Criminal Control Investigation. Current enrollment in any of the above courses will admit candidates to the examination; successful completion of all unit requirements must occur before appointment (units may be challenged by State Board of Fire Services. Certified courses in the same basic subject matter as determined appropriate by the State Fire Marshal).

### **"Or" III**

**Education:** An Associate of Arts or an Associate of Science Degree in either Fire Technology or Administration of Justice.

**If you are applying under Pattern II, and you are not working full-time in these assignments, you must include "from" and "to" employment dates (month/day/year), time base (actual hours worked per week). List all fire technology courses (including name of school/college, specific course title, hours/units [semester or quarter] and completion dates) on the Examination Application STD. 678. Use a separate piece of paper if necessary.**

**APPLICANTS MUST SUBMIT A COPY OF THEIR DEGREE AND/OR TRANSCRIPTS WITH THEIR APPLICATION.**

## **POSITION DESCRIPTION**

The essential purpose of positions in this class is to provide training in the various State Fire Marshal Programs and to develop knowledge and ability for advancement to the next higher class of Deputy State Fire Marshal, Arson and Bomb Investigation Assistant, or Fire Service Training Specialist.

As such, incumbents in this classification, under close supervision, either learn fire behavior, building construction and fire prevention, fire scene and criminal investigation, or fire training methods, regulations, statutes, and codes related to the Office of the State Fire Marshal; observe and/or assist in fire and life safety inspections, fire scenes investigation and developing fire training courses; and attend assigned instructional courses.

Incumbents in this class will be designated peace officers. Incumbents assigned to the fire prevention and fire training programs will be designated peace officers under the authority of the State Fire Marshal. Incumbents assigned to the arson and bomb program will be designated peace officers under the authority of the Penal Code and required to meet Peace Officer Standards and Training (POST) requirements during the 12-month probationary period.

## **EXAMINATION INFORMATION**

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **August/September 2017**.

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**

### **Scope:**

#### **A. Knowledge of:**

1. Modern English spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete and concise.
2. California Motor Vehicle Code in order to safely operate a state vehicle.
3. Active listening techniques to complete training objectives and communicate with others.
4. Health and safety hazards encountered during the performance of duties to mitigate personal safety risk.
5. Personal protective equipment used to enhance personal safety.
6. Computer software to compile data for reporting and communication purposes.
7. Time management techniques to efficiently organize workload and scheduling.
8. Customer service techniques for tactful communications with the public and stakeholders.
9. Basic math functions in order to make calculations.
10. Methods used to prioritize workload to meet customer and project requirements.
11. Fire prevention inspection methods at the most basic level in order to understand and communicate to various levels of staff and the public.
12. Fire protection principles at the most basic level in order to understand the concepts associated with the programs within the Office of the State Fire Marshal.
13. Studying techniques to meet assigned training outcomes.
14. Hierarchy of the department in order to receive direction from superiors, and report up.
15. Fire department response and suppression practices for plan review, inspections, accreditations, code development, and/or training standards.
16. Laws, codes, and regulations for use as a training resource.
17. Fire service terminology in order to communicate with supervisors, coworkers, and the public.
18. The Incident Command System structure and task requirements in order to serve in a support function.
19. The National Fire Protection Association (NFPA) standards for use as a training resource.

#### **B. Skill to:**

1. Operate an assigned motor vehicle in accordance with the applicable laws and regulations.
2. Observe the environment to recognize deficiencies and maintain situational awareness.
3. Utilize hand tools to help in the repair and maintenance of State equipment.

### C. Ability to:

1. Read, write, and speak English to successfully complete tasks.
2. Pass a background investigation to become a peace officer.
3. Acquire and/or maintain certifications required for the position.
4. Work as part of a team to accomplish goals and objectives of various projects.
5. Receive criticism and/or direction from various levels in order to improve job performance or take appropriate action.
6. Act in a professional manner as a representative of the Office of the State Fire Marshal.
7. Follow oral and written directions to receive instructions needed to complete assignments.
8. Comply with department policies and expectations.
9. Exercise situational awareness to reduce risk.
10. Learn fire prevention principles and the methods of conducting fire prevention inspections to meet training outcomes.
11. Tactfully communicate with the public, supervisors, coworkers, and stakeholders to maintain professional relations.
12. Perform job related tasks under direct supervision in order to complete work assignments.
13. Communicate in writing in order to convey clear and concise ideas and information to various audiences.
14. Function under stressful situations to maintain communications and situational awareness.
15. Learn fire cause and criminal investigative techniques to meet training outcomes.
16. Manage time and deadlines to efficiently organize workload and scheduling.
17. Prepare clear and concise reports, logs, and files to ensure accurate documentation.
18. Communicate verbally in order to convey clear and concise ideas and information to various audiences.
19. Walk on uneven ground to access inspection sites and events.
20. Stand for several hours to participate with inspections and investigations.
21. Operate electronic devices to learn and perform job assignments.
22. Climb ladders and stairs to access inspection and investigation sites in the course of training.
23. Travel to conduct State business.
24. Utilize computer software to compile data for reporting, developing training, and for communication purposes.
25. Operate a computer and related software to produce reports and/or correspondence.
26. Sit for long periods of time to conduct State business.
27. Enter detention facilities to access inspection and investigation sites in the course of training.
28. Don and wear personal protective equipment for extended periods to perform job duties in various climates.
29. Coordinate multiple tasks simultaneously in order to meet projected goals and deadlines.
30. Learn instructor and instructional principles and methods to meet training outcomes.
31. Research State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet training outcomes.
32. Utilize lifting techniques to reduce the risk of injury.
33. Analyze situations and reason logically in order to recommend an effective course of action.
34. Read and interpret road maps to navigate to assigned destinations.
35. Perform mathematical calculations associated with conducting State business.
36. Assist in the resolution of conflicts to meet demands of the job while dealing with various issues that may arise.
37. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
38. Select the appropriate tool or tools to perform a specific job task.

## VETERANS PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

## **CAREER CREDITS**

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to adhere to Department Code of Conduct; willingness to maintain a good driving record; willingness to purchase, wear, and maintain an approved CAL FIRE uniform; willingness to work under direct supervision in a chain of command environment; willingness to work in potentially hazardous conditions; willingness to work in adverse environmental weather conditions; willingness to work out of assigned vehicle; willingness to wear personal protective equipment; willingness to maintain personal hygiene and meet department grooming standards; willingness to maintain issued equipment; willingness to work in stressful environments; willingness to be away from home for extended periods of time; willingness to be flexible in a dynamic work environment; willingness to work at high profile events; willingness to be flexible regarding job assignments; willingness to work irregular hours, including weekends, and holidays; willingness to travel throughout the state; willingness to work in isolated areas that may have limited or no telecommunication services; willingness to walk, sit, or stand for long periods of time; willingness to work in small enclosed spaces and elevated locations; willingness to work within close proximity of inmates and wards; willingness to work with or in proximity to hazardous materials; willingness to pay for travel and training costs prior to reimbursement; willingness to work with the public and large crowds; willingness to engage in public speaking; willingness to maintain physical fitness, emotional and psychological stability; possession of a valid California driver's license and a good driving record. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

## **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.

### **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.

### 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)

### DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: [Classification Description](#) (specification)

### 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 [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 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](http://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:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, and the Department of Veterans Affairs.

**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.