



Office of Statewide Health
Planning and Development

FIRE AND LIFE SAFETY OFFICER I (HEALTH FACILITIES CONSTRUCTION)

Exam Code: 0SHAA

Department: Office of Statewide Health Planning and Development

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

**FIRE AND LIFE SAFETY OFFICER I (HEALTH FACILITIES CONSTRUCTION) –
\$8,257.00 - \$10,327.00 per month.**

For more information, view the [classification specification](#).

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted continuously throughout the year; however, they will only be processed during the administration period following the cut-off dates listed below.

- October 29, 2021
- April 29, 2022

Applications must be postmarked by the cut-off date. Applications received via hand delivery or interagency mail after 5:00pm on the cut-off date will not be accepted. 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.

State applications must have an original signature. The examination title must be indicated on the application. Faxed or emailed applications will not be accepted.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken the examination, you may not retake it for **18** months.

HOW TO APPLY

Complete and submit the following documents to the address indicated below. **DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).**

- [State Application \(STD. 678\)](#)
- [Qualifications Assessment Questionnaire and signed Affirmation Statement](#)
- **Proof of completion of the required education (copies are acceptable)**

Note: Application packages submitted without all of these documents will be rejected.

Mail or Hand deliver apps to:

**Office of Statewide Health Planning and Development
Human Resources Services Section
Attention: S Shea
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833**

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark “yes” for question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Unit will contact you to make special testing arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to ensure you meet the minimum qualifications stated on this announcement. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the minimum requirements does not assure a place on the eligible list.

Note: All State Applications (STD.678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD.678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

FIRE AND LIFE SAFETY OFFICER I (HEALTH FACILITIES CONSTRUCTION)

Two years of experience performing full-time plan review and/or technical inspection or supervision of general construction projects for fire and life safety compliance in a public or private fire prevention agency.

And

Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, engineering, chemistry, physics, or architecture. (Additional qualifying experience may substitute for education on a year-for-year basis.)

POSITION DESCRIPTION

FIRE AND LIFE SAFETY OFFICER I (HEALTH FACILITIES CONSTRUCTION)

This is the first working level. Under lead direction of a Fire and Life Safety Officer II (Health Facilities Construction), incumbents within an assigned geographical area are responsible for enforcing fire and life safety regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing inspection work of average difficulty; reviewing plans and specifications for fire and life safety compliance; and advising project participants on construction methods, techniques and materials, and code related matters.

POSITION LOCATION

Positions exist in Sacramento and Los Angeles counties.

EXAMINATION SCOPE

This examination consists of the following components:

Qualification Assessment Questionnaire – Weighted 100% of the final score.

The examination will consist solely of a **Qualification Assessment Questionnaire**.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge and Abilities

Knowledge of: Plan review code applications; general building code applications; fire protection equipment and systems; exiting systems; mechanical and electrical systems and components; standards and methods of construction; construction documents and reports; methods of conducting building construction inspections; Titles 19 and 24, California Code of Regulations; Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.

Ability to: Analyze situations accurately, reason logically and take effective action; inspect facilities for fire and life safety compliance; establish and maintain the confidence and cooperation of those contacted in the work; prepare clear and comprehensive status reports and correspondence; give oral presentations; provide clarification and guidance regarding the application of codes, regulations, and laws.

Special Personal Characteristics: Willingness to travel and work throughout the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties of the position; possession of a valid driver license and good driving record.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Fire and Life Safety Officer I (Health Facilities Construction)** classification will be established for:

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The names of successful competitors will merge onto the eligible list in order of final score regardless of the exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for the examinations administered on an Open basis or Promotional basis.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

CONTACT INFORMATION

Office of Statewide Health Planning and Development
Human Resources Services Section
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833
Phone: (916) 326-3218

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Office of Statewide Health Planning and Development website: <https://oshpd.ca.gov/>

EQUAL OPPORTUNITY EMPLOYER

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 workplace. 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not

assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Office of Statewide Health Planning and Development 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. 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) servicewide 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.

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). The Veterans' Preference Application (CALHR 1093) is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.