

REVISED EXAMINATION ANNOUNCEMENT

MARCH 4, 2021

EXAM TITLE: UNIT CHIEF
EXAM CODE: 1FS02
EXAM BASE: PROMOTIONAL
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **MARCH 22, 2021***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to MARCH 22, 2021. Applications postmarked after MARCH 22, 2021 will **NOT** be considered for this examination.

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.



UNIT CHIEF

1FS02

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: February 5, 2021
FINAL FILING DATE: March 22, 2021
EXAM TYPE: PROMOTIONAL
SALARY: \$8,111.00 - \$10,231.00
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 **March 22, 2021** unless otherwise noted on the class specification. This is a **PROMOTIONAL** examination.

Applicants who meet the minimum qualifications must meet one of the following requirements to apply on a **PROMOTIONAL** basis:

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of their exam date, to participate in this examination; or
2. Applicants must have been employed with the department within the last three years, without a break in State civil service; or
3. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in the Government Code Section 18992; or
5. Must be a person retired from the United States military, honorably discharged from active duty as defined in Government Code Section 18991.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, you **MUST** mark the appropriate box on the application and 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 Resources' website. *You may submit your application by mail or in person.*
- Copy of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SUBMIT BY MAIL OR IN PERSON:

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

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **March 22, 2021** 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.

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.

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:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of exam candidates will be asked pre-determined, job-related questions by a panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated interviews will be held in **April/May 2021**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Unit Chief](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

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 service performing the duties of an Assistant Chief with Fire Administration/Fire Operations experience. *(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.)*

EXAM BULLETIN – UNIT CHIEF

EXAM CODE – 1FS02, **FINAL FILING DATE 03/22/2021**

ADDITIONAL DESIRABLE QUALIFICATIONS

Certain positions in this classification require peace officer status as a condition of appointment and continued employment.

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment, and 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.

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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

This is the administrative level for this series. Unit Chiefs have management responsibility for a specified geographical area called a unit.

Positions at this level provide guidance and leadership to subordinate supervisors and unit employees and oversee all operational and administrative functions within a unit; and ensure unit compliance with federal and state laws, and departmental policies and procedures.

Unit Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; ensure the unit coordinates, develops, and implements the unit's Interagency Operational Plans; serve as State Office of Emergency Services Operational Area Coordinator; coordinate with local governing bodies to prepare and implement contractual fire protection services; and liaise with California Department of Corrections and Rehabilitation staff to ensure that cooperative programs function within the policies and guidelines of both agencies.

Positions at this level also review, analyze, and ensure the development and implementation of the unit's Fire Plan and Fire Prevention Program, including law enforcement, civil cost recovery, Fire Safe and Land Use Planning, and promote public interest and participation in fire prevention efforts.

Unit Chiefs oversee a unit's administrative functions, including purchasing, acquisition, storage, inventory, and distribution of supplies and equipment; budget management; and personnel management, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of employees. Positions at this level also review and recommend Capital Outlay Budget Change Proposals and special repairs priorities, serve as unit contact for internal and external audits, and ensure that the mobile equipment fleet is managed, operated, and maintained safely.

Unit Chiefs serve as the unit contact, developing and maintaining positive working relationships with various groups, including political officials and governmental representatives at the federal, state, and local levels, cooperating agencies, media, landowners, and specialists from within the Department and from outside organizations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Department's Code of Conduct to ensure appropriate behavior of oneself and others.
2. Department policies and procedures to ensure effective unit operations.
3. Equal Employment Opportunity (EEO) policies in the workplace.
4. Department's mission, vision, and value statements to carry out the day to day activities of the Department.
5. Promoting equal opportunity (e.g., selection, development, and promotion) of employees to maintain a discrimination and harassment free environment.
6. Fire protection cooperative agreements (e.g., Federal, State, local) to ensure effective operation.
7. The Department's organizational structure to work effectively within the organization.
8. Emergency operations (e.g., rescue, fire suppression, HAZMAT response) to mitigate incidents in a safe and effective manner.
9. Personnel procedures (e.g., employee evaluations, progressive discipline, effective supervision) to promote an effective workforce.
10. Various terminology (e.g., incident command system, medical, fire) to communicate effectively.
11. Managerial and leadership methods to promote effective unit personnel management.
12. Writing elements (e.g., spelling, grammar, punctuation, sentence structure) to ensure written materials are complete, concise, and error free.

13. The Department's Strategic Plan to carry out the day to day activities of the Department.
14. Modern fire protection organization standards/guidelines and management practices [e.g., FIRESCOPE, National Fire Protection Association (NFPA), National Wildfire Coordinating Group (NWCG)] used to guide wildland and structural fire protection, as well as other emergency services.
15. Modern fire prevention methods used to deliver wildland and structural fire protection.
16. Mobile communication devices (e.g., cell phones, two-way radios, Mobile Data Computers) to effectively communicate with others.
17. Strategies (e.g., indirect, direct, combination) used to safely and effectively suppress various types of fires (e.g., vehicle, structure, wildland).
18. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
19. Various Bargaining Unit (BU) Memorandums of Understanding (MOU) to ensure Department compliance.
20. Department intranet to access Department specific information, policies, and forms.
21. California Vehicle code and Department policies as it pertains to the operation of emergency vehicles for safe and effective job performance.
22. Measures to reduce adverse effects caused by emergencies (e.g., environmental, political, economic).
23. Department budgeting processes to oversee program budgets for fiscal responsibility.
24. The Department's safety procedures and programs [e.g., Injury and Illness Prevention Program (IIPP), Workers' Compensation Program (WCP), Occupational Safety and Health Administration (OSHA), Respiratory Protection Program (RPP)] to ensure personnel safety and compliance with Federal and State law.
25. The Department's mobile equipment accident reporting policy (e.g., reporting, forms) to ensure appropriate documentation.
26. Fire suppression tools and equipment to effectively manage unit operations.
27. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
28. Applicable codes, laws, rules and regulations [e.g., Public Resource Code (PRC), Health and Safety Code (HSC), California Fire Code (CFC)] to ensure appropriate application.
29. Personal Protective Equipment (PPE) (e.g., maintenance, application, care) to ensure safety of personnel and to comply with State and Federal regulations.
30. Department substance abuse policy to ensure workforce health and safety.
31. Department forms, purpose and application (e.g., incident, personnel, safety) for effective job performance.
32. Computer software programs (e.g., Excel, Power Point, Word) to ensure effective job performance.
33. Critical Incident Stress Management (CISM) to support employee's health.
34. Instructional techniques, methods, and management to provide effective training and leadership.

35. Department computer programs (e.g., CalATERS, ePay, eFC33) for personnel reporting to ensure compliance with Department policy.
36. The California Department of Corrections and Rehabilitation (CDCR) laws and codes pertaining to CAL FIRE's use of inmates and wards to maintain effective operation.
37. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer a resource to personnel and/or coworkers.
38. Department cost recovery program to recover suppression costs.
39. State-wide radio call plan to effectively communicate with Emergency Command Centers (ECC) and other emergency responders.
40. Time reporting procedures to maintain personnel records.
41. Interagency agreements between CAL FIRE and other State agencies [e.g., California Conservation Corps (CCC), California Highway Patrol (CHP), State parks] to ensure effective operations.
42. Fire history to assist in the prevention and/or suppression of wildland fires.
43. Facility operations (e.g., service center, communication vaults, fire stations) to ensure proper maintenance and operational readiness.
44. Federal and State environmental regulations [e.g., California Environmental Quality Act (CEQA), National Environmental Protection Act (NEPA)] to ensure an effective and compliant work environment.
45. The care, maintenance, application, and replacement of mobile equipment to ensure viable emergency response capability.
46. Navigational aids [e.g., Global Positioning Systems (GPS), maps, compass] for assistance in navigation.
47. Mathematic calculations (e.g., algebra, arithmetic, basic accounting) for effective job performance.
48. Forestry and wildland management practices (e.g., timber harvesting, vegetation management, pest management) to ensure compliance.

Skill to:

1. Speak to others to effectively convey information (e.g., incident, safety, education).
2. Communicate effectively orally and in writing.
3. Tactfully and diplomatically handle situations for successful job performance.
4. Conduct oral presentations to ensure effective communication.
5. Multi-task during emergency and non-emergency situations.
6. Use communication equipment (e.g., radio, telephone, Mobile Data Computer) for effective communication in emergency and non-emergency situations.
7. Operate computers to ensure operation effectiveness.

Ability to:

1. Demonstrate leadership under stressful conditions in emergency and non-emergency situations to ensure safe and effective operations.
2. Read, write, and speak English to successfully complete tasks.
3. Work in a team environment to ensure effective operation.

4. Lead others to ensure effective operation to meet the needs of the Department.
5. Apply principles and methods of effective supervision to provide guidance and direction.
6. Work with others (e.g., coworkers, fire protection agencies, the public) to instill a constructive work environment.
7. Assess situations and make immediate decisions under emergency situations.
8. Manage and direct others to ensure effective operation.
9. Present in a variety of situations to ensure effective communication.
10. Work individually to ensure effective operation.
11. Effectively maintain a work environment which is free of discrimination and harassment to ensure a tolerant work environment.
12. Identify problems and develop solutions to ensure appropriate action is taken.
13. Manage cooperative fire protection agreements for successful delivery of services.
14. Direct all levels of personnel to ensure effective operation.
15. Follow chain of command to ensure effective operation.
16. Listen effectively to successfully complete tasks and communicate.
17. Effectively communicate (e.g., oral, written) in stressful situations and adverse conditions.
18. Reprioritize urgent assignments with short notice when new assignments are given.
19. Adapt to a changing work environment to ensure effective operations under all conditions.
20. Coordinate the work of others to meet goals and objectives in a timely manner.
21. Effectively promote equal opportunity employment to maintain a compliant and fair work environment.
22. Provide customer service to the public to ensure complaints are resolved in a timely manner.
23. Establish priorities to ensure completion of assignments.
24. Coordinate programs, projects, and emergency operations for successful incident mitigation.
25. Plan for cooperative fire protection agreements for successful delivery of services.
26. Develop and maintain plans for mutual-aid cooperative fire protection systems to meet the Department's mission.
27. Perform at a command level during emergencies for successful incident mitigation.
28. Analyze details from several sources to develop an appropriate conclusion.
29. Apply codes, regulations, and Department policies and procedures to ensure proper understanding and execution.
30. Fulfill managerial responsibilities under the Ralph C. Dills Act to ensure effective unit personnel management.
31. Interpret various materials (e.g., reference manuals, road maps, reports) to ensure accuracy.
32. Prepare and maintain reports and records to ensure accuracy of unit functions.

33. Supervise operations (e.g., program, project, emergency) for successful job performance.
34. Prepare disciplinary actions (e.g., corrective memorandums, adverse actions, letters of expectation) to properly document employee performance.
35. Conduct strategic analyses in order to choose an appropriate action.
36. Oversee the implementation of new and/or revised programs to ensure effectiveness.
37. Develop program plans and standards to further the Department's mission and goals.
38. Operate electronic equipment (e.g., computer, smartphone, audio/visual systems) to ensure efficiency.
39. Participate in and assist with various projects to meet Department goals.
40. Perform mathematical calculations (e.g., algebra, arithmetic, basic accounting) for effective job performance.

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.

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 [Cal Careers](#).

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.