



DIVISION CHIEF, OFFICE OF THE STATE FIRE MARSHAL

Exam Code:1FS15

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: April 12, 2021
FINAL FILING DATE: May 10, 2021
EXAM TYPE: OPEN
SALARY: \$9,232.00 - \$10,994.00
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 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.

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 **May 10, 2021** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

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

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

HOW TO APPLY

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

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

SUBMIT BY MAIL OR IN PERSON:

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

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **May 10, 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:*

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

- 1. Describe at least four significant differences between California State Statutes and Regulations related to the Office of the State Fire Marshal.**

2. **You have been given multiple projects on top of your normal workload. Provide in detail at least five examples of how you would ensure completion of the additional work without jeopardizing your current deadlines.**
3. **As a Division Chief, you have been made aware of an unpermitted public display fireworks event occurring in three days. Describe at least seven considerations on how to handle the situation.**
4. **An employee under your direct command, is working remotely and has been performing poorly, missing deadlines, and is late to meetings. Describe at least five examples of how you would handle this situation.**
5. **You are a Division Chief and you are requested to assign employees to a fireworks interdiction assignment. Explain at least seven considerations prior to issuing this assignment.**

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

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

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

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [DIVISION CHIEF, OFFICE OF THE STATE FIRE MARSHAL](#) 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.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of experience with the Department of Forestry and Fire Protection performing duties of a class with a level of responsibility equivalent to a Deputy State Fire Marshal III (Supervisor) or Deputy State Fire Marshal III (Specialist).

"Or" II

Experience: Four years of experience in a supervisory or managerial capacity in professional engineering, fire protection, fire and life safety regulatory development, and/or legislative bill analysis and advocacy, fire protection engineering, fire service training/development, hazardous liquid pipeline safety, law enforcement, criminal justice administration, or fire protection information systems development work.

And

Education: Equivalent to graduation from college with major work in public administration, fire service administration, fire protection and technology, fire protection engineering, architecture, law enforcement, or criminal justice administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Note: Applicants qualifying under Pattern II above must provide a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.

ADDITIONAL DESIRABLE QUALIFICATIONS

A good driving record and possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles may be required at the time of appointment.

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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

Under general direction, in the California State Fire Marshal's Office, to plan, organize, and direct the activities of a region responsible for the field enforcement and engineering work; or in headquarters, to be responsible for one or more of the Department's statewide programs; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. State laws (e.g., California Penal Code, California Health and Safety Code) to effectively carry out the responsibilities of the Office of the State Fire Marshal.
2. The California Code of Regulations, Titles 8, 14, 19, and 24, to promulgate, interpret, educate, and enforce.
3. The mission, vision, and values of the Department in order to meet Department goals.
4. The code development process (e.g., Office of Administrative Law, California Building Standards Commission, International Code Council) to effectively carry out the responsibilities of the Office of the State Fire Marshal.
5. A manager's role in promoting equal opportunity in selection, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.
6. Effective supervision (e.g., progressive discipline, employee evaluations) to promote a valuable, efficient, and ethical workforce.
7. Management practices and organizational techniques to provide effective leadership to maximize employee and division/unit efficiency.
8. Techniques and methods of team building and leadership to facilitate team efficiency and collaborative tasks, and to ensure effective division/unit management.
9. English language (e.g., proper spelling, grammar, punctuation, sentence structure) to ensure that written materials are complete, concise, and error-free.
10. Various terminology (e.g., Incident Command System, medical, emergency operations, fire prevention) to communicate effectively.
11. Organizational command structures (e.g., Department-wide, Office of the State Fire Marshal, local) to effectively carry out the responsibilities of the

- Office of the State Fire Marshal (e.g., investigate and/or respond to fires, pipeline incidents, Duty Chief).
12. The Peace Officer Bill of Rights and Firefighter Bill of Rights to ensure that employee rights are protected.
 13. Fire prevention principles and techniques to effectively carry out the responsibilities of the Office of the State Fire Marshal.
 14. Fire protection technology and equipment to meet the fire and life safety requirements and standards.
 15. Fire hazard reduction methods to successfully reduce fires.
 16. Mathematics (e.g., statistics, algebra, calculus) for accurate calculations (e.g., water flow, blast pressure, fluid dynamics).
 17. Principles and practices of modern public administration and management, (e.g., program planning and evaluation, organizational planning, fiscal management, personnel management, employee employer relations, information systems development and management, staff development and motivations, delegation, budgeting, executive decision-making, and public relations) to accomplish the mission and goals of the Department.
 18. Law enforcement's capabilities to effectively carry out the responsibilities of the Office of the State Fire Marshal.
 19. Computer software (e.g., public presentation programs, database programs) to compile data and produce project reports (e.g., statistical, historical, budgetary).
 20. Computer software programs (e.g., Microsoft Office, Visio) to electronically compile data, communicate with others, and perform research.
 21. Department forms (e.g., incident, personnel, safety) for effective job performance.
 22. Department Intranet to access Department specific information, policies, and forms.
 23. Modern fire protection principles and practices to evaluate alternate means, materials, and methods requests (e.g., building construction, fire equipment and products, training) to ensure compliance with public safety standards.
 24. Defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles in emergency and non-emergency situations.
 25. Personal Protective Equipment to ensure appropriate care, maintenance, application, and timely replacement.
 26. Risk Management and systems to safely carry out missions in accordance with Department policies and procedures.
 27. Basic business office methods, protocols, and procedures.
 28. Laws and Department policies regarding mandatory job-related training for employees to ensure compliance.
 29. Mobile communication devices (e.g., cell phones, two-way radios, laptops) to effectively communicate with staff, stakeholders, agencies, and public and private entities.
 30. The Department's Employee Support Services Program (e.g., Employee Assistance Program, Substance Abuse Assistance Program) to assist employees having personal or work-related problems.

31. State of California policies (e.g., fiscal, property, personnel) to ensure sound management practices.
32. The Department's safety practices, policies, and procedures adhering to applicable laws and regulations (e.g., Injury and Illness Prevention Program, California Occupational Safety and Health Administration, Violence in the Workplace, Worker's Compensation program) to achieve employee and workplace safety and protection.
33. Supervisory responsibilities under the Ralph C. Dills Act to ensure compliance.
34. Contemporary methods of emergency incident management (e.g., Incident Command System, Standardized Emergency Management System, National Incident Management System) to ensure effective operation.
35. Industry protocols and guidelines (e.g., National Fire Protection Association, Society of Automotive Engineers, American Society of Mechanical Engineers) to influence Department operations.
36. Legislative processes and the structure of State government to build and maintain effective and positive relationships.
37. Safe work practices to provide a safe work environment for personnel and the public.
38. Department command and control policies and procedures for effective oversight.
39. Standard response plans (e.g., medical, wildland, structure) to effectively carry out the responsibilities of the Office of the State Fire Marshal.
40. Adverse effects (e.g., environmental, political, social, economic) of emergency operations to effectively carry out the responsibilities of the Office of the State Fire Marshal.
41. Other agencies responsible for the built environment (e.g., Department of Toxic Substances Control, Division of the State Architect, Office of Statewide Health Planning, California Department of Transportation) to effectively carry out the responsibilities of the Office of the State Fire Marshal.
42. Signs and symptoms to recognize a substance abuse problem to recommend and/or take appropriate corrective action.
43. Injury reporting procedures (e.g., State Compensation Insurance Fund, Injury Assessment Prevention System, Procedure 800) to comply with Federal and State law, State and Department policies and procedures.
44. Memoranda of Understanding to assist with cooperative agreements and contracts.
45. The California Vehicle Code and Department of General Services Office of Fleet and Asset Management, and the Department's policies and procedures pertaining to the operation of Department vehicles to ensure safety and accident reporting.
46. The principles of explosives to effectively carry out the responsibilities of the Office of the State Fire Marshal.
47. Job-related bargaining unit agreements of employees to ensure compliance.

Skill to:

1. Speak to others in English to effectively convey information (e.g., incident, safety, education).
2. Produce written correspondence in English (e.g., email, letters, forms) to effectively convey information.
3. Read information (e.g., fire, medical, policies and procedures) to comprehend and effectively interpret intent.
4. Interpret various resources (e.g., laws, rules, regulations, policy).
5. Communicate performance standards and expectations to personnel for comprehension.
6. Operate a personal computer in order to accomplish job duties and ensure effective job performance.
7. Use communication equipment (e.g., radio, telephone, laptop, tablet) for effective communication in emergency and non-emergency situations.
8. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility) to effectively carry out day to day operations.
9. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to build consensus.
10. Multi-task in order to manage emergency and non-emergency situations.
11. Perform various office clerical activities (e.g., photocopy, file, fax) necessary for the administration of a program or project.
12. Use navigation tools (e.g., Global Positioning System, maps, compass) for assistance in navigation and mapmaking.
13. Don and use Personal Protective Equipment (e.g., mask, gloves, eye protection) to provide for safety according to Department policies and procedures.

Ability to:

1. Interpret information (e.g., reports, regulations, correspondence) to ensure accurate understanding.
2. Prepare written information (e.g., documented procedures, correspondence, technical articles) to provide effective exchange of information.
3. Work effectively with others (e.g., co-workers, the public, other agencies, the business community) to perform collaborative tasks.
4. Listen effectively to obtain accurate and detailed information.
5. Extract specific details from complex information during oral communication.
6. Exercise sound judgement in making decisions to effectively meet the Department's mission, vision, and values.
7. Maintain peace officer status to effectively carry out the responsibilities of the Office of the State Fire Marshal.
8. Work independently to facilitate the mission of the Department.
9. Prepare clear and concise reports.
10. Apply statutes and regulations for effective job performance.

11. Establish goals and objectives (e.g., set priorities, consider resources, delegate assignments) to maximize division/unit efficiency.
12. Make long range planning decisions based on gathered facts.
13. Develop and implement action plans based on strategic analysis.
14. Effectively coordinate the work of others to meet goals and objectives.
15. Determine operational resources for appropriate use and effectiveness.
16. Advise senior staff on complex and sensitive public safety issues to provide a solution or corrective action sufficient to guide the application of Department programs and responsibilities.
17. Manage (e.g., prioritize, delegate, triage) multiple assignments to meet job demands of varying complexities.
18. Read, write, and speak English effectively to successfully complete tasks.
19. Apply the principles and methods of supervision for effective personnel management.
20. Interpret and explain complicated information (e.g., codes, rules, Department policies and procedures) in simple, understandable language to ensure comprehension.
21. Analyze details from several sources to develop an appropriate conclusion.
22. Manage the implementation of new and/or revised programs to comply with the Department's policies and requirements.
23. Effectively plan programs, projects, and emergency operations for successful job performance.
24. Effectively implement programs, projects, and emergency operations for successful job performance.
25. Prepare persuasive arguments (e.g., proposed regulations, Budget Change Proposals, issue papers) to support recommendations.
26. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.
27. Interpret applicable codes, laws, rules, and regulations (e.g., State Administrative Manual, Health and Safety Code, Title 19, Title 24) for application in all Department programs and activities.
28. Work long and irregular hours including weekends and holidays to meet the needs of the Department.
29. Maintain records to ensure accurate communication, reporting, and workload analysis.
30. Operate a variety of electronic equipment (e.g., computer, smart phone, tablet) for effective job performance.
31. Ensure accountability through the progressive discipline and adverse action process.
32. Hear sufficiently to perform the duties of the position.
33. Interpret applicable protocols and guidelines (e.g., National Fire Protection Association, Society of Fire Protection Engineers, American Society of Mechanical Engineers).
34. Operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility) to safely carry out day to day operations.

35. Professionally respond to stakeholders (e.g., local, State, and Federal agencies, public, private Industry) regarding complaints or concerns to provide a sufficient level of customer service.
36. Mobilize resources (e.g., pipeline safety engineer, fire and life safety inspector, arson and bomb equipment) as needed when emergencies occur to support the Department's mission.
37. Respond to complaints or concerns from citizens to affect a resolution.
38. Recognize sensitive situations and maintain confidentiality to meet the needs of the Department.
39. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
40. Effectively organize and conduct public education programs to increase fire prevention knowledge.
41. Perform physical activities and maintain situational awareness necessary to manage emergencies and prevent injuries.
42. Read and interpret maps and charts to meet the needs of the Department.
43. Perform at a command level during emergencies for successful incident mitigation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CAL HR Veterans Information](#) , and the [Department of Veterans Affairs](#).

SPECIAL REQUIREMENTS - FOR PEACE OFFICER POSITIONS ONLY

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,
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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.

AGE REQUIREMENT

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

EDUCATION REQUIREMENTS

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
(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-EXAM BULLETIN – DIVISION CHIEF, OFFICE OF THE STATE FIRE MARSHAL
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9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.

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.