



BATTALION CHIEF

Exam Code: 1FS31

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	November 8, 2021
FINAL FILING DATE:	December 9, 2021
EXAM TYPE:	Department Promotional
SALARY:	\$5,250.00 - \$6,639.00
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.

SALARY INFORMATION

\$5250 - \$6639 Base Salary (paid every month)

\$2607 - \$3297 Extended Duty Week Compensation (paid every 4 weeks)

In addition to the above pay items, employees are eligible for medical benefits (health, dental, vision) and may be eligible for other pay differentials.

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 **December 9, 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, in order 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, 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.*
- 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: Diana Valenciano)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **December 9, 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.

PLEASE NOTE

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.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.”

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 two or three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated exams will be held in **January/February 2022.**

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Battalion 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

EITHER I

Three years of experience in the California state service performing the duties of a Fire Captain or Fire Captain (Paramedic). [Applicants who gained employment with CAL FIRE by Board Resolution may compete if they have three years of full-time experience as a Fire Captain or Fire Captain (Paramedic). Experience with CAL FIRE may be combined with prior Fire Captain or Fire Captain (Paramedic) experience to meet this requirement.]

OR II

Five years of experience in the California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of Basic Fire Control training which includes the Fire Fighter Academy and Company Officer Academy.

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

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 first working supervisory level. Under direction, Battalion Chiefs perform as subunit managers and direct personnel in the implementation of various departmental programs (e.g., training, safety, emergency command center, fire prevention, air operations, camps, fire stations); or perform staff and support functions of comparable difficulty and responsibility as either unit or Academy training officers, fire protection planning and/or prevention officers, local government fire marshals, or as region command center officers. In a headquarters or region assignment, a Battalion Chief provides staff support to a higher-level manager who has responsibility for a major Department program. Responsibilities may include conducting arson and preliminary fire investigations, public information activities, and relief field battalion coverage.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Various aspects related to wildland fire behavior (e.g., fuel, weather, topography) to safely and effectively suppress fires.
2. Strategies and tactics used to suppress various types of fires.
3. Life hazard notification policies (e.g., Emergency Command Center notification, Three Stripes, You're Out, personnel accountability) to ensure scene safety.
4. Fire protection organization standards (e.g., Incident Command System, National Incident Management System, Firescope, National Fire Protection Association) to ensure effective operations.
5. Strategies (e.g., indirect, direct, combination) and tactics used to suppress various types of fires (e.g., vehicle, structure, wildland).

6. Accepted command systems (e.g., Incident Command System, National Incident Management System, Standardized Emergency Management System) to ensure proper organization and structure.
7. The emergency response guidelines to ensure firefighter safety.
8. The Department's organizational structure to work effectively within the organization.
9. Policies to correctly apply them to the given situation to support the Department's objectives.
10. Rescue, Exposure, Confinement, Extinguishment, Overhaul with salvage and ventilation procedures to effectively mitigate the situation.
11. Cooperative agreements (e.g., local, State, Federal) to ensure effective operation.
12. Building construction types (e.g., bow truss, light weight, commercial) to ensure proper fire suppression tactics and firefighter safety.
13. Characteristics of building materials under varying degrees of fire intensity and duration to mitigate and suppress fires.
14. The Firefighters Bill of Rights, Peace Officer Bill of Rights Act, and Memorandum of Understanding (MOU) to ensure that employee rights are protected in accordance with State law.
15. Rapid intervention crew tactics for firefighter safety and rescue.
16. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
17. The Department's mission, vision, and value statements to carry out the daily activities of the California Department of Forestry and Fire Protection (CAL FIRE).
18. Fire protection and prevention methods used to suppress and prevent various types of fires.
19. Conflict resolution techniques to address and deal with conflicts and issues within the workplace.
20. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
21. Extinguishing agents (e.g., water, foam, dry chemicals) to aid in fire suppression.
22. Mobile communication devices (e.g., cell phones, two-way radios) to effectively communicate with staff, stakeholders, agencies, and public and private entities.
23. The use, care, and inspection of Personal Protective Equipment (PPE) to ensure employee's health and wellbeing.
24. The radio call plan to effectively utilize communication devices.
25. Safety precautions (e.g., personal protective equipment, body substance isolation, universal precautions) to provide protection from communicable diseases.
26. Basic techniques and methods of team building and leadership to maintain a positive work environment.
27. Interagency relationships within Department programs to maintain effective cooperative relationships.

28. Firing methods, techniques, and equipment (e.g., fusees, drip torches, helitorch) for fire prevention, suppression, and mitigation.
29. The Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Workers' Compensation Program, California Occupational Safety and Health Administration, Respiratory Protection Program) to ensure personnel safety and compliance with State and Federal law.
30. Adverse effects of emergency operations (e.g., environmental, political, economic) to mitigate damage and comply with Department policies and procedures.
31. Agency responsibility (e.g., local, State, Federal) as it relates to fiscal accountability.
32. Tactics and strategies used in air support operations for fire suppression.
33. Helicopters and helitack capabilities for use in air support operation to aid in fire suppression and rescue.
34. Rescue/extrication equipment (e.g., hydraulic and pneumatic tools, stabilizing devices) to safely and effectively remove entrapped victims.
35. Rescue/extrication (e.g., vehicle, building, trench) techniques to safely and effectively remove entrapped victims.
36. Department issuance systems (e.g., Personnel Procedures Manual, training manual, finance manual, Command and Control Handbook) to ensure compliance with Department policy.
37. The proper uses and abilities of air-ambulance and rescue helicopter to ensure patients are provided proper transportation to medical facilities.
38. The inspection, maintenance, and safe operation of department mobile equipment (e.g., utility vehicles, fire apparatus, boats, chippers, pumps).
39. Employee Assistance Program and Employee Support Services to offer as a resource to personnel and/or coworkers.
40. Department Health and Fitness Policy to ensure compliance and promote the health and welfare of employees.
41. Investigation techniques, methods, and practices to gather information for fire prevention and/or enforcing fire laws.
42. Emergency Command Center operations for incident mitigation.
43. The Critical Incident Stress Management Program to assist in maintaining staff health and welfare.
44. Computer software (e.g., Microsoft Office Suite, Department specific programs) to maintain accurate records, communicate effectively, and contribute to the Department operations.
45. Basic Life Support and Advanced Life Support standards to ensure proper patient care.
46. Department computer programs (e.g., California Automated Travel Expense Reimbursement System, Mobile Equipment Management FAMS Interface System, Crystal Reports, E-pay, eFC33) for personnel reporting to ensure compliance with Department policy.
47. Helicopters and helitack equipment for use in air support operations for fire suppression.
48. Patient vital signs and symptoms to identify proper patient care.

49. Fire protection and prevention methods (e.g., inspections and preplans) used to suppress and prevent various types of fires.
50. Tactics and strategies (e.g., split loads, tandem drops) used in air support operations for fire suppression.
51. Helicopter and helitack safety procedures to ensure crew safety during air operations.
52. Fire service ladders (e.g., testing, maintenance, use) to ensure operational readiness and personnel and public safety.
53. Project management techniques to ensure the progress and completion of work assignments and tasks conform to the overall project and organizational objectives.
54. Wildland chainsaw operations (e.g., felling, brushing, limbing) for fire control and firefighter safety per National Wildfire Coordinating Group and Department policy.
55. Techniques used to decontaminate medical equipment following incidents to ensure employee and public safety.
56. Basic human anatomy to aid in medical emergencies.
57. Investigation techniques, methods and practices (e.g., cause and origin, case report writing, interviews) to gather information for fire prevention and/or enforcing fire laws.
58. Fire hazard reduction methods (e.g., fuels reduction, fuels management plans, pre-fire engineering) to mitigate and suppress fires.
59. Fire protection systems (e.g., sprinkler systems, fire department connections, stand pipes) for preplanning and fire suppression.
60. Ropes and knots (e.g., family of 8's, square, becket) to prepare victims, personnel, or equipment for movement and rescue.
61. Inventory practices (e.g., Material Requisition Transfer, Safety Data Sheet, service center operations) to ensure operational readiness.
62. Department requisition and purchasing procedures to acquire materials and equipment for facilities, programs, or projects.

Skill to:

1. Multi-task during emergency and non-emergency situations.
2. Read and comprehend information (e.g., fire, medical, policies and procedures) at the high school graduate level to effectively interpret information.
3. Produce written correspondence in English at the high school graduate level (e.g., email, letters, forms) to effectively convey information.
4. Communicate effectively with the public to receive and convey information at the level equivalent to a high school graduate level.
5. Speak to others in English to effectively convey information (e.g., incident, safety, education) at the high school graduate level.
6. Don infectious control personal protective equipment (e.g., mask, gloves, eye protection) to provide for firefighter safety according to Department policy.

7. Render basic/advanced medical aid (e.g., Cardiovascular Pulmonary Resuscitation, oxygen administration, Basic and Advanced Life Support) to stabilize patients.

Ability to:

1. Remain calm and perform effectively in high stress situations.
2. Demonstrate leadership under unusually stressful conditions in both emergency and nonemergency situations.
3. Analyze situations and data to determine the most appropriate course of actions to mitigate incidents or problems.
4. Command emergency incidents in compliance with law, policy, agency agreements, and established procedures.
5. Direct and evaluate operational resources to safely and successfully mitigate incidents and ensure firefighter safety.
6. Solve problems by planning, staffing, and reviewing that emergency and non-emergency objectives are met.
7. Maintain confidentiality to ensure compliance with applicable laws and regulations.
8. Perform regular and/or relief field Battalion coverage to manage day-to-day operations and all-risk emergency incidents.
9. Differentiate fact from non-fact in order to make the correct informed decisions to ensure the best incident outcome.
10. Work independently on projects or assignments with minimal to no supervision.
11. Apply training and experience in emergency and non-emergency situations.
12. Read and comprehend various pieces of written material (e.g., policies, procedures, reports) to complete a variety of assignments.
13. Work as a member of a team to reach a common goal or objective.
14. Explain complicated information in simple, understandable language to ensure comprehension from a variety of audiences.
15. Resolve interpersonal problems or conflicts in order to maintain and improve the work environment.
16. Read and comprehend written materials in order to apply information and determine appropriate courses of action.
17. Listen to ensure optimal comprehension of information, ideas, or directives.
18. Adapt to changing priorities, work assignments, and other interactions that may impact preestablished courses of action.
19. Effectively manage time with multiple assignments and deadlines to ensure timely completion.
20. Read and comprehend reference manuals and training materials for a variety of work assignments.
21. Consult with staff, stakeholders, agencies, and public and private entities about issues and/or projects via telephone, email, and in person.
22. Establish and maintain cooperative relationships with Department staff and the public to meet the mission of the Department.
23. Edit written materials to ensure accuracy and completeness.

24. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and/or spectators at an incident.
25. Identify problems and issues which impact the progress of work projects or assignments.
26. Use computer software (e.g., Microsoft Office Suite, Department specific programs) to complete reports and presentations, create documents, conduct research, and communicate appropriately with others.
27. Administer emergency medical treatment to sick and injured patients.

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.