



California Department of State Hospitals

FIRE CHIEF

Exam Code: 1MHDG

Administering Department: Department of State Hospitals

Exam Type: Departmental, Promotional

Final Filing Date: 4/30/2021

Class Code: 8977

CLASSIFICATION DETAILS

FIRE CHIEF – \$5,389.00 - \$6,999.00 per month.

View the [Fire Chief classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Applications must be submitted by the Final File Date of 4/30/2021

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

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 this examination, you may not retake it for **twelve (12)** months.

Unless otherwise stated on this bulletin, you must meet the Minimum Qualifications by the Final Filing Date or cut-off-date stated above.

In addition to meeting the Minimum Qualifications, competition is limited to individuals who meet at least one of the following filing criteria:

1. Have a permanent civil service appointment with a promotional testing department (see Testing Department), or
2. Are current or former employees of the legislature for 2 or more years as defined in

Government Code 18990, or

3. Are current or former non-elected exempt employees of the executive branch for 2 or more consecutive years as defined in Govt. Code 18992, or

4. Are persons retired from the United States military honorably discharged from active duty as defined in Government Code 18991. Applicants must provide a copy of discharge papers (DD 214) for verification purposes at the time of application. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2, and Government Code §18993. California Code of Regulations Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

How to Apply:

Applicants are required to submit an [Examination Application \(STD 678\)](#), found at www.calcareers.ca.gov, either by mail, in person, or via email to the address listed below.

The preferred method to apply is by emailing your STD 678 to:

FireChief@dsh.ca.gov

Electronic signatures are acceptable.

Indicate the Classification on your Examination Application (STD 678).

You may apply by mail to:

Department of State Hospitals – Sacramento
Selection Services Unit
1600 9th Street – Room 121
Sacramento, CA 95814

Indicate the Classification on your Examination Application (STD 678).

You may apply in person at:

Department of State Hospitals – Sacramento
1600 9th Street
Sacramento, CA 95814
Monday through Friday, 8am to 5pm (excluding State holidays)

Indicate the Classification on your Examination Application (STD 678).

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

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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.

Either I

Three years' experience performing fire-fighting duties in the California state service.

Or II

Four years' (or part-time equivalent) experience in urban or suburban fire fighting.

POSITION DESCRIPTION

This class is to have charge of the fire prevention and suppression activities of a large State facility under direction of the facility's Administrator or the Chief of Protective Services, Department of Developmental Services. Incumbents plan, organize, coordinate, and direct the activities of personnel involved in fire suppression activities.

EXAMINATION SCOPE

This examination consists of the following components:

This examination may consist of a Qualifications Appraisal Panel (QAP) interview weighted 100%

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. It is important that each candidate provide details and completely fill out their application. List all experience relevant to the "Minimum Qualifications" for admittance to the examination shown on this announcement.

Exam Considerations for Education and Experience:

1. The breadth, quality, and length of time of the education and experience.
2. The relevance of the education and experience to the qualifications of the classifications.
3. The degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the class.

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 of:

1. Knowledge of modern fire prevention and fire suppression principles and techniques, fire-fighting tools and apparatus.
2. Knowledge of emergency first aid including cardiopulmonary resuscitation.
3. Knowledge of use and upkeep of motorized fire-fighting apparatus.
4. Knowledge of methods used in protecting life and property against fire and panic.
5. Knowledge of Federal, State, and local laws and regulations affecting fire department activities.
6. Knowledge of facility buildings and grounds.
7. Knowledge of fire hazards.
8. Knowledge of available fire-fighting resources including personnel, equipment, water supplies, and communications.
9. Knowledge of principles and practices of effective management of a fire department and supervision of its personnel.

Ability to:

1. Ability to Learn and use modern fire prevention and suppression principles and techniques and fire-fighting tools and apparatus.
2. Ability to learn to use and maintain motorized fire-fighting equipment.
3. Ability to do heavy physical labor.
4. Ability to follow oral and written directions.
5. Ability to exercise good judgment in hazardous fire suppression activity.
6. Ability to organize, instruct, and lead a group of part-time fire fighters in suppression and rescue work.
7. Ability to write legibly.
8. Ability to analyze situations accurately and take effective action.
9. Ability to maintain cooperative relationships with people, organizations, and agencies.
10. Ability to organize, train, and direct a fire department in fire prevention, fire suppression, and rescue work.
11. Ability to make budget recommendations reflecting the need for fire protection and safety of the facility.
12. Ability to plan, organize, and direct the training of facility staff in fire prevention and fire safety.
13. Ability to keep firehouse equipment clean and in good working order.

ELIGIBLE LIST INFORMATION

A Departmental, Promotional eligible list for the **FIRE CHIEF** classification will be established for:

DEPARTMENT OF STATE HOSPITALS

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **Forty-Eight (48) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference is not granted for promotional examinations.

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

PREPARING FOR THE EXAMINATION

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

1. **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.
2. **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.
3. **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

Department of State Hospitals

CONTACT INFORMATION

Questions relating to this exam should be directed to:

Department of State Hospitals
Selection Services Unit
Monday through Friday, 8am to 5pm (excluding State Holidays)
Phone: 916-651-8832
Email: FireChief@dsh.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 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.

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 at the following website:

<http://www.CalCareers.ca.gov/>

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 Department of State Hospitals 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. This examination may be canceled by the Department of State Hospitals at any time prior to the establishment of the employment list. Such revision or cancelation 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

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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.

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.