



DEPUTY STATE FIRE MARSHAL III (SUPERVISOR) 2FS10

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: January 4, 2022
FINAL FILING DATE: February 2, 2022
EXAM TYPE: OPEN
SALARY: \$8,012.00 - \$10,441.00
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 **February 2, 2022** 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](#)

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([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 Resource's 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: Daniel Bluford)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, February 2, 2022, 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:*

TRAINING AND EXPERIENCE NARRATIVE WEIGHTED AT 100%

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

- 1. Explain at least three differences between a California statute and a regulation.**
- 2. It is 4:00 p.m. on a Friday and you receive a time sensitive, high priority project from your supervisor that needs to be completed by Monday morning. Describe at least five steps that you would take to complete the project.**
- 3. You have been assigned to present to local government about the delegation to regulatory oversight within the Office of the State Fire Marshal. Describe in detail at least seven objectives that would need to be covered during this presentation.**
- 4. You have an employee that is continually calling in sick every Monday which is affecting their work performance. Describe at least five steps you would take to address the situation.**
- 5. You have been made aware of a statutory change about to go into effect that will have a significant change in a process with stakeholders. Provide at least five examples of how you would present this change to your stakeholders.**

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 [Deputy State Fire Marshal \(Supervisor\)](#) 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

Two years of experience performing the duties of a Deputy State Fire Marshal, Range B, in the California state service.

OR II

Experience: Five years of experience, at least three years of which shall have been in a lead or supervisory capacity, in any one or a combination of the following:

1. In fire prevention work in a public fire prevention bureau, unit or agency; or
2. On fire prevention or industrial safety engineering in private industry; or
3. In building compliance/inspection work in a public bureau, unit

ADDITIONAL DESIRABLE QUALIFICATIONS

Supervisory ability, tact, and keenness of observation.

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.

POSITION DESCRIPTION

Under general supervision, either (1) supervises the field enforcement and office staff within a portion of a large geographical region of the State; or (2) supervises a highly specialized, technical enforcement program; and does other related work. Through subordinate staff, incumbents in this classification administer the laws and regulations of the State Fire Marshal.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Fire behavior to determine origin and cause.
2. Peace Officers Bill of Rights and Fire Fighter Bill of Rights to ensure compliance with State laws and Department policies and procedures.
3. The operational responsibilities in the absence of the Division Chief, as directed, to ensure compliance with Department policies and procedures.
4. Department policies and procedures for conducting hiring interviews.
5. Fireworks classifications (e.g., illegal, approved) to provide consistent application of the law.
6. The review process of the California Automated Travel Expense Reimbursement System to ensure timely accurate reimbursement of the travel expenses for staff.
7. The various types of records and documents (e.g., inspection notices, curriculum, building inventories, official decisions, licenses, certifications) to understand required documentation and the statutory requirements for a records retention program.
8. Other Government agencies (e.g., Office of Emergency Services, Division of State Architect, Office of Statewide Health Planning and Development) and private organizations [e.g., National Fire Protection Association, UL (Underwriters Laboratory), Factory Mutual] responsible for codes, standards, and regulations related to fire prevention engineering, education, and enforcement.
9. Rules of evidence and court procedures to provide witness testimony in court proceedings and administrative hearings.
10. Approved testing laboratories that conduct tests and examinations on equipment (e.g., fire alarm devices, construction materials, fire sprinkler systems) to understand the need for accuracy and laboratory dependability.
11. How to compile evidence and information in preparation to present an expert witness testimony.
12. Publications, listings guides, codes and standards, and technical references for an effective job performance.
13. The State Board of Fire Services and advisory committees as a forum for addressing fire prevention, training, and protection issues for the State.
14. Potential stakeholders with shared concerns for available resources on issues of fire prevention engineering, education, and enforcement.

15. The Office of Administrative Law and Building Standards Commission rule making processes to develop or amend regulations.
16. The California Joint Apprenticeship Committee policies and procedures to ensure compliance.
17. Budget procedures and revenue sources for funding purposes to meet operational needs.
18. Federal, State, and local fireworks laws and regulations for sale of State approved fireworks.
19. Search and seizure laws to conduct a legal search in compliance with State laws and regulations.
20. The curriculum development model and to utilize best practices while providing training to stakeholders.

Skill to:

1. Effectively communicate both verbally and written in English.
2. Use proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free for effective performance and communication.
3. Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with Department employees and other public/private entities.
4. Operate all information technology devices (e.g., smartphones, computers, laptops) for correspondence, effective job performance, and communication.
5. Multi-task and meet deadlines.
6. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
7. Gather, compile, and apply information and data from various sources for research, decision making, and developing action plans, for inclusion in written and oral reports, communication, and completion of assignments.
8. Manage and respond to sensitive and/or high profile issues to achieve Department goals and objectives.
9. Communicate performance standards and expectations to personnel for successful job performance.
10. Document and complete employee performance evaluations for successful job performance.
11. Inspect, investigate, and document projects or incidents to determine compliance with Federal, State, and local laws and regulations, and Department policies and procedures.
12. Read and interpret various sources of information (e.g., maps, street signs, reference manuals, training materials, issuance, reports, correspondence) for successful job performance.
13. Develop and deliver effective oral and written presentations for information exchange and education of employees, management, and others.
14. Work effectively on a team to complete tasks, event/incident planning, problem solving, and decision making.
15. Speak publicly.
16. Keep staff motivated to accomplish program goals.

17. Operate specialized equipment (e.g., mechanical/architectural scales, Global Positioning System, cameras, decibel meter, communication equipment) for conducting inspections, investigations, and other field work in a safe and effective manner.

Ability to:

1. Read and write in English to effectively exchange information and accomplish daily tasks.
2. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
3. Follow oral and written directions for an effective job performance.
4. Prepare accurate, concise, and well-written reports and correspondence for an effective job performance.
5. Manage workload and time to prioritize assignments for a successful job performance.
6. Recognize hazardous situations and conditions (e.g., illegal activities, animals, unsafe surroundings, prison activity) to avoid personal injury.
7. Work independently with minimal supervision for successful job performance.
8. Maintain a professional demeanor to represent the Department in a positive manner.
9. Make decisions under extreme situations (e.g., deadlines, dangerous surroundings).
10. Work and adapt to a changing work environment.
11. Perform mathematical calculations (e.g., addition, subtraction, multiplication, division) to ensure correct calculations (e.g., egress requirements, building occupancy loads) to meet code requirements.
12. Analyze situations and reason logically to determine an effective course of action for fire prevention engineering, education, and enforcement.
13. Make decisions and/or recommendations under various situations (e.g., deadlines, controversial issues) for effective leadership.
14. Mentor staff for workforce succession planning.
15. Evaluate and resolve complaints (e.g., hazards, safety issues, building code violations) through the use of appropriate legal and administrative procedures.
16. Identify acceptable construction methods, alternative methods, and materials related to fire safety to correct potential problems to maintain code compliance.
17. Use computer software programs (e.g., record and learning management system, e-mail, spreadsheet) to produce reports and effectively carry out daily assignments requiring communication.
18. Write technical reports to ensure proper documentation of information (e.g., investigation reports, correction notices) and summarize findings for an effective job performance.
19. Interpret codes and standards for successful job performance.

20. Read construction plans and identify symbols related to construction (e.g., electrical, mechanical, plumbing) to ensure code compliance and an effective job performance.
21. Document sensitive materials (e.g., litigation, appeals, correspondence) to create a record of events.
22. Conduct inspections in facilities for code compliance.
23. Train staff, industry, stakeholders, and other Government agencies personnel on fire prevention engineering, education, and enforcement issues to ensure Statewide consistency.
24. Evaluate other regulatory agencies' regulations to negotiate and resolve conflicts regarding code development and enforcement for fire prevention engineering, education, and enforcement.
25. Think spatially to visualize the completed process (e.g., building plan to building completion) to apply codes for fire prevention engineering, education, and enforcement standards.
26. Effectively utilize the resources for supervision (e.g., progressive discipline, Employee Assistance Program, Equal Employment Office guidelines, Bargaining Unit Memorandum of Understanding, Employee Support Services) located on the California Department of Forestry and Fire Protection Intranet for guidance and tools for managing employees.
27. Deal with issues of a sensitive nature (e.g., trade secrets, proprietary equipment, patents, investigations) to maintain confidentiality matters.
28. Make oral presentations to educate and inform stakeholders on fire prevention engineering, education, and enforcement.
29. Facilitate meetings (e.g., committee, task groups, fire prevention) to achieve the goals of the Department and disseminate information to stakeholders.
30. Recognize budget impact and make appropriate fiscal decisions.
31. Screen job applicants to determine qualified candidates for potential hire.
32. Conduct investigations to determine origin and cause of fire related issues.
33. Maintain a positive relationship with media groups to represent the Department.
34. Write an Incident Action Plan to document incident goals.

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 [CalHR Veterans Information](#).

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, 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,

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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 [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).

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.