



Fire and Life Safety Officer 1 (Division of the State Architect)

Exam Code: 7PB66

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Fire and Life Safety Officer 1 (Division of the State Architect) – \$8,257.00 - \$10,327.00 per month.

View the [classification specification](#) for the Fire and Life Safety Officer 1 (Division of the State Architect) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous **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**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

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

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.

Fire and Life Safety Officer 1 (Division of the State Architect)

Education: Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, fire science, engineering, architecture, chemistry, physics or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Experience: Two years of experience in either (1) building inspection work at journey level or above involving fire and life safety code compliance, one year of which shall have been in an independent decision-making capacity; or (2) performing plan review, technical inspection, and/or supervision of general construction projects including fire and life safety code compliance in a public agency such as building departments or fire departments for government agencies or a private company such as architectural and engineering firms.

POSITION DESCRIPTION

Fire and Life Safety Officer 1 (Division of the State Architect)

This is the first working level in the fire and life safety program. Under lead direction, incumbents within an assigned geographical area are responsible for ensuring compliance with fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing work of average difficulty which includes the review of plans, specifications, addenda, change orders, deferred approvals and other pertinent material; performing inspection work of average difficulty on an as needed basis; and advising project participants on construction methods, techniques and materials, and fire and life safety code related matters. Positions are located Statewide.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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. Plan review code applications.
2. General building code applications.
3. Basic engineering, architectural and building design practices and procedures.
4. Standards, methodology and terminology used in the building construction industry.
5. Code compliance in fire and life safety.
6. Fire protection equipment and systems.
7. Exiting systems.
8. Mechanical and electrical systems and components.
9. Standards and methods of construction.
10. Construction documents and reports.
11. Methods of conducting building construction inspections.
12. Titles 19 and 24, California Code of Regulations.
13. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.

Ability to:

1. Analyze situations accurately, reason logically and take effective action.
2. Check plans and specifications for design materials and code conformance.
3. Inspect facilities for fire and life safety code compliance.
4. Prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys.
5. Communicate effectively and make presentations.
6. Establish and maintain the confidence and cooperation of those contacted in the work.
7. Provide clarification and guidance regarding the application of codes, regulations, and laws.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Fire and Life Safety Officer 1 (Division of the State Architect)** classification will be established by the California Department of Human Resources for use by:

Department of General Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

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

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.

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.

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

TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#) for the **Fire and Life Safety Officer 1 (Division of the State Architect)** classification.

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

Questions regarding this examination should be directed to:

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

OFFICE OF HUMAN RESOURCES

MAILING ADDRESS: P.O. BOX 989052

West Sacramento, CA 95798-9052

Telephone (916) 376-5400

STREET ADDRESS: 707 Third Street, 7TH Floor

West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device, California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929 Voice 1-800-735-2922

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](#).

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 California Department of Human Resources (CalHR) 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 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 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.