

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: ASSISTANT CHIEF
EXAM CODE: 9FS12
EXAM BASE: PROMOTIONAL
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **AUGUST 30, 2019***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to **AUGUST 30, 2019**. Applications postmarked after AUGUST 30, 2019 will **NOT** be considered for this examination.

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.



ASSISTANT CHIEF

9FS12

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| DEPARTMENT(S): | Department of Forestry & Fire Protection |
| OPENING DATE: | July 15, 2019 |
| FINAL FILING DATE: | August 30, 2019 |
| EXAM TYPE: | PROMOTIONAL |
| SALARY: | \$7,578 - \$9,556 |
| 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 experience requirements by the test date 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, to participate in this examination; or

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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/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

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
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Ashley Sanza)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **August 30, 2019** 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:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of examination, candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. Candidates will be provided with scratch paper and a pencil.

It is anticipated exams/interviews will be held in **September/October 2019**.

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

Two years of experience in the California state service performing the duties of a Battalion Chief. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

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.

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 full supervisory level. In a typical unit, Assistant Chiefs serve as Division Chiefs supervising either the entire administrative program, operations program, or conservation camp. Positions at this level ensure consistent application of the Department's fire prevention, pre-fire engineering, education, information, volunteers in prevention, and law enforcement policies and procedures.

In unit administration, Assistant Chiefs are responsible for the unit's budget, personnel functions, including the selection, hiring, assignment, staffing, training, performance, promotion, discipline, and grievances of employees; Assistant Chiefs in administration will also have other unit program responsibilities such as the emergency command center, mobile equipment, fire prevention, or training and safety.

In unit operations, Assistant Chiefs assure that emergency resources, personnel, and equipment are trained, available, and ready to respond to fires and other emergencies; establish incident objectives and ensure the effective management and mitigation of emergencies; coordinate, develop, and implement the unit's Emergency Resource Directory, County Emergency Response Plan, Local Government Mutual Aid Plans, Local Government Automatic Aid Plans, and Interagency Operational Plans.

In a conservation camp, Assistant Chiefs liaise with the California Department of Corrections and Rehabilitation staff to ensure the cooperative program function within the policies and guidelines of both agencies; direct the workday custody, training, and daily ratings of inmates and wards; responsible for planning, developing, inspecting, implementing, and evaluating work projects for federal, state, and local agencies.

In a region or headquarters office, Assistant Chiefs serve as Division Chiefs supervising program staff and assisting higher level managers with direction of a major fire protection or fire prevention program. Assistant Chiefs may have other unit program responsibilities. Assistant Chiefs may also serve as Deputy Chiefs in very large and complex units or have staff responsibility for program direction in a region or headquarters office.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The Department's mission, vision and values to ensure that strategic goals are met.
2. Basic techniques and methods of teambuilding and leadership to facilitate team efficiency and collaborative tasks.
3. Modern fire protection organization standards and management practices used to deliver emergency services, wildland, and structural fire protection.
4. Safe work practices to provide a safe work environment for employees and the public.
5. Safe work practices to provide a safe work environment for employees and the public.
6. Instructional techniques, methods, and management for successful training programs.
7. Laws (e.g., AB 1127) and Department policies regarding mandatory job related training for employees to ensure compliance
8. Fire hazard reduction methods to successfully reduce fire hazards.
9. Basic arithmetic (e.g., addition, subtraction, division, multiplication) for accurate calculations.
10. Basic grammar (e.g., sentences, phrases, words) for accurate report writing.
11. Mobile communication devices (e.g., cell phones, two-way radios, laptops, Global Positioning System) to effectively communicate with staff, stakeholders, agencies, and public and private entities.
12. Computer software programs (e.g., Microsoft Office, Visio) to electronically compile data, communicate with others, and perform research.
13. Radio call plans to effectively utilize communication devices.
14. Department requisition, purchasing procedures, and procurement process to acquire materials and equipment for facilities, programs, or projects.
15. Adverse effects (e.g., environmental, political, social, economic) of emergency operations to recognize the consequences of strategic decisions.
16. Supervisory and management personnel practices for effective leadership.
17. Personal Protective Equipment to ensure appropriate care, maintenance, application, and timely replacement.
18. The maintenance, application, and replacement of mobile equipment to ensure continued operation.
19. The maintenance, and replacement of facilities, equipment, and infrastructure.
20. Signs and symptoms to recognize a substance abuse problem and appropriate corrective action.

21. Department substance abuse policy and procedures to ensure workforce health and safety.
22. Controlled substance management to ensure Drug Enforcement Administration compliance
23. The Department's Employee Support Services Program (e.g., Employee Assistance Program, Substance Abuse Assistance Program, Chaplain program) to assist employees having personal or work-related problems.
24. Attendance reporting requirements, leave standards, and procedures to maintain accurate records.
25. The California Vehicle Code and Department policies and procedures, pertaining to the operation of emergency vehicles.
26. Department and Unit level safety practices to ensure health and wellness of personnel.
27. Department codes, rules, policies, and procedures to ensure compliance.
28. Memorandums of Understandings to assist with cooperative agreements and contracts.
29. Job-related bargaining unit agreements of employees to advise staff on agreements, complaints, and adverse actions.
30. Forest fire laws and methods of enforcement to ensure compliance.
31. Emergency Command Center operations to ensure successful coordination of work.
32. Techniques used by the Department for public education and information.
33. Various local, State and Federal laws, codes, regulations, and ordinances regarding land use, life hazard, fire hazard, and risk reduction to protect the public and natural resources of the State.
34. Principles and methods of effective supervision, disciplinary actions, and employee evaluations.
35. Supervisory roles in promoting equal employment opportunity in hiring, development, promotions, and for maintaining a work environment which is free of discrimination and harassment.
36. Supervisory responsibilities under the Ralph C. Dills Act to ensure compliance.
37. Laws and Department policies regarding mandatory training for employees to ensure compliance.
38. Job-related bargaining unit agreements of employees to ensure compliance.
39. Principles, methods, and terminology of forest management, environmental, wildland management, and conservation to relay pertinent information.
40. The Department's fire prevention bureau (e.g., law enforcement, civil cost recovery, investigations) for appropriate use and/or notification.
41. Conservation camps in cooperation with the California Department of Corrections and Rehabilitation to ensure effective interactions with local cooperative fire protection programs with local, State, and Federal agencies to ensure effective operation.
42. Policies, objectives, and standards established by the State Board of Forestry and Fire Protection to effectively meet the Department's mission, vision and values.
43. State fiscal accounting/budgets, property, and personnel policies to oversee the development of the budgeting process to ensure compliance.

44. Methods to monitor activities and progress of Department programs and projects to ensure effective oversight.
45. Employment interviewing principles and techniques used to hire personnel.
46. The California Department of Corrections and Rehabilitation procedures, laws, and codes pertaining to the use of adult/youth offenders by the Department.
47. Contemporary methods of emergency incident management (e.g., Incident Command System, Standardized Emergency Management System, National Incident Management System) to ensure effective operation.
48. Characteristics of structural materials under varying degrees of fire intensity and duration to mitigate and suppress fires.
49. Investigation techniques, methods, and practices to ensure compliance with State laws.
50. Department command and control policies and procedures for effective oversight.
51. Firefighting tools and equipment for safe and effective use.
52. The protection of environmentally sensitive areas, species, prehistoric and historic sites by following established State and Federal guidelines (e.g., California Environmental Quality Act, National Environmental Policy Act).
53. The Departments hiring policies and procedures for effective oversight.
54. Risk Management and systems to safely carry out missions in accordance with Department policies and procedures.

Skill to:

1. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility) to effectively carry out day to day operations.
2. Speak to others in English to effectively convey information (e.g., incident, safety, education).
3. Produce written correspondence in English (e.g., email, letters, forms) to effectively convey information.
4. Read and comprehend information (e.g., fire, medical, policies and procedures) to effectively interpret information.
5. Communicate performance standards and expectations to personnel for comprehension.
6. Communicate effectively to receive and convey information.
7. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints to build consensus.
8. Document and complete employee performance evaluations for effective personnel management.
9. Manipulate various tools (e.g., gas, electric, manual) for safe and effective use.
10. Operate medical devices (e.g., monitor/defibrillators, airway adjunct, splints) to render medical care.
11. Render basic life support (e.g., Cardiopulmonary Resuscitation, oxygen administration) to render medical care.
12. Operate Self Contained Breathing Apparatus equipment for effective operation and use.
13. Use proper body mechanics under the Injury and Illness Prevention Program (e.g., lifting, bending, twisting) to prevent personal injury.

14. Perform arduous physical activity in all conditions and terrain for effective job performance.
15. Don and use infectious control Personal Protective Equipment (e.g., mask, gloves, eye protection) to provide for firefighter safety according to Department policies and procedures.
16. Don and use appropriate fire and safety gear (e.g., Nomex, turnouts, vests) to provide for firefighter safety according to Department policies and procedures.
17. Use navigation tools (e.g., Global Positioning System, maps, compass) for assistance in navigation and mapmaking.
18. Use communication equipment (e.g., radio, telephone, Mobile Data Computer) for effective communication in emergency and non-emergency situations.
19. Create graphic visual reports to conduct oral presentations (e.g., Microsoft Office).
20. Multi-task in order to manage emergency and non-emergency situations.
21. Perform various office clerical activities (e.g., photocopy, file, fax) necessary for the administration of the station, programs, or projects.
22. Perform minor mechanical repairs on vehicles and small appliances (e.g., replace bulbs, tires) to ensure operational readiness.

Ability to:

1. Work effectively with others (e.g., co-workers, the public, landowners, other agencies, the business community) to perform collaborative tasks.
2. Reprioritize urgent assignments with short notice when new assignments are given for effective workload management.
3. Assess situations and make immediate decisions under emergency situations to provide direction to fire line personnel.
4. Read, write, and speak English to successfully complete tasks.
5. Listen effectively to obtain accurate and detailed information.
6. Apply the principles and methods of effective supervision for effective personnel management.
7. Fulfill supervisory responsibilities under the Ralph C. Dills Act for effective personnel management.
8. Effectively promote equal employment opportunity to maintain a work environment which is free of discrimination and harassment.
9. Operate a variety of electronic equipment to perform work using computer software and/or audio/visual systems.
10. Perform at a command level during emergencies to ensure effective operations.
11. Supervise programs, projects, and emergency operations to ensure effective oversight.
12. Plan programs, projects, and emergency operations to ensure effective operation.
13. Implement programs, projects, and emergency operations to ensure effective operation.
14. Evaluate strategic analysis to translate it into tactical action.
15. Demonstrate leadership under stressful conditions to effectively coordinate both emergency and non-emergency situations.
16. Effectively coordinate the work of others to meet goals and objectives.

17. Read and interpret maps and charts to aid in navigation and ensure accuracy.
18. Prepare clear and concise reports for effective communication.
19. Maintain records to ensure accurate reporting.
20. Make presentations to engage and inform an audience.
21. Work effectively and cooperatively in a team environment under various conditions to perform cooperative tasks.
22. Work in an individual environment under various conditions to ensure effective operation.
23. Develop and deliver training to ensure the material is retained.
24. Organize and implement fire prevention programs to ensure safe and effective operation.
25. Perform mathematical calculations and compute averages and percentages to perform job duties.
26. Participate in and assist with projects to ensure deadlines are met.
27. Develop program plans and standards to meet the needs of the Department.
28. Combine details from several sources to evaluate and ensure compliance with Department policies and procedures.
29. Oversee the implementation of a new and/or revised program to ensure effective operation.
30. Determine and establish priorities for the completion of assignments.
31. Identify problems to take appropriate action when problems arise.
32. Respond to complaints or concerns from citizens to ensure effective communication.
33. Explain complicated information in simple, understandable language to ensure comprehension.
34. Ensure accountability through the progressive discipline and adverse action process.
35. Plan for and manage contractual fire protection and emergency services to ensure successful delivery of services.
36. Develop and maintain plans for mutual-aid cooperative fire protection systems to ensure successful delivery of services.
37. Interpret and explain codes, rules, and Department policies and procedures to ensure comprehension.
38. Perform physical activities and maintain situational awareness necessary to manage emergencies and prevent injuries.
39. Adjust and adapt in a changing work environment to ensure effective operations under all conditions
40. Address issues and seek cost effective solutions manage Unit/Program budget.
41. Maintain a valid driver's license to enable the legal operation of Department-owned vehicles.
42. Obtain and maintain Department required certifications (e.g., Cardiopulmonary Resuscitation, appropriate Emergency Medical Services certification) to ensure safe operations in accordance with applicable local, State, and Federal regulations, and Department policies and procedures.
43. Effectively organize and conduct public education programs to increase fire prevention knowledge.

44. Develop and maintain plans for cooperative fire protection and emergency services systems to ensure effective operation.
45. Recognize sensitive situations and maintain confidentiality to meet the needs of the Department.
46. Exercise sound judgement in making decisions to effectively meet the Department's mission, vision and values.
47. Work long and irregular hours including weekends and holidays to meet the needs of the Department.

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) 445-7824
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)

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GENERAL INFORMATION

For all examinations, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, 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 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.

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.

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.

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.