

## **REVISED EXAMINATION ANNOUNCEMENT**

EXAM TITLE: FORESTRY AND FIRE PROTECTION ADMINISTRATOR  
EXAM CODE: 9FS13  
EXAM BASE: **OPEN\***  
DEPARTMENT: DEPT. OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: **AUGUST 30, 2019\***

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

\*The examination base has been changed from **PROMOTIONAL** to **OPEN**.

\*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.***



## FORESTRY AND FIRE PROTECTION ADMINISTRATOR

9FS13

<b>DEPARTMENT(S):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>OPENING DATE:</b>	<b>July 15, 2019</b>
<b>FINAL FILING DATE:</b>	<b>August 30, 2019</b>
<b>EXAM TYPE:</b>	OPEN
<b>SALARY:</b>	\$7,956.00 - \$10,035.00
<b>LOCATIONS:</b>	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 final filing date, **August 30, 2019**, 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/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's 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 Stewart)

### **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:*

EXAM BULLETIN – FORESTRY AND FIRE PROTECTION ADMINISTRATOR  
EXAM CODE – 9FS13 FINAL FILING DATE 08/30/2019

**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 Forestry and Fire Protection Administrator 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**

**Either I**

One year of experience in the California state service performing the duties of a Deputy Chief or Forester III.

**Or II**

Two years of experience in the California state service performing the duties of a Division Chief, California State Fire Marshal's Office; Assistant Chief (Supervisory); Assistant Chief (Nonsupervisory); Forester II (Supervisory); Forester II (Nonsupervisory); and Fire Prevention Officer II.

**Or III**

Experience: Three years of forestry experience which has included responsibility for an extensive administrative area, a major staff activity, or an extensive resource management project. Such experience must have been at least comparable to that of a Deputy Chief or a Forester III in the California state service.

**AND**

Education: Equivalent to graduation from college with specialization in forestry, resource management, or other closely related natural resource field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

## **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**

Under general direction, to assist a Region Chief in planning, organizing, and directing programs of the Department of Forestry and Fire Protection, to serve as Assistant Region Chief, and to act in the absence of the Region Chief; or to have in-charge responsibility at the Fire Academy for administration of statewide training; or, in departmental headquarters, under the general direction of a Deputy Director, to coordinate a complex and difficult statewide program in the area of resource management or fire protection; and to do other related work.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

1. The Department's mission, vision, and value statements to carry out the daily activities of the Department of Forestry and Fire Protection (CAL FIRE).
2. Basic business office methods, protocols, and procedures.

3. Writing elements (e.g., spelling, grammar, sentence structure) to ensure that written materials are complete, concise, and error free.
4. Research and statistical methodology to support and/or develop Department programs.
5. Systems that monitor activities and progress of Department programs and projects to ensure program accountability and consistency.
6. Applicable codes, laws, rules, and regulations [e.g., Public Resource Code (PRC), Health and Safety Code (HSC), Government Code] to ensure appropriate application in all Department programs.
7. Principles, methods, and terminology of resource management (e.g., forest and wildland management, environmental protection, conservation) for successful job performance.
8. Various terminology [e.g., Incident Command System (ICS), medical, emergency operations, fire prevention] to communicate effectively.
9. Fire suppression principles for various types of fires (e.g., structural, vehicle, wildland) to safely and effectively mitigate an incident.
10. Computer software [e.g., Computer Aided Dispatching (CAD), Cal MAPPER, National Interagency Resource Ordering and Status System (ROSS)] used for meeting the Department's mission.
11. Computer software (e.g., Microsoft Office Suite, Department specific programs) to maintain accurate records, communicate effectively, and contribute to the Department operations.
12. Basic mathematic calculations (e.g., addition, subtraction, multiplication) for effective job performance.
13. Department forms (e.g., incident, personnel, safety) for effective job performance.
14. Department Intranet to access Department specific information, policies, and forms.
15. Department computer programs [e.g., California Automated Travel Expense Reimbursement System (CalATERS), Mobile Equipment Management FAMS Interface System (MEMFIS), Historical Financial Database (HFD), eFC33] for personnel reporting to ensure compliance with Department policy.
16. The Department's organizational structure to work effectively within the organization.
17. The Department's mobile equipment accident reporting policy to ensure appropriate documentation.
18. Supervisory and management principles to effectively manage staff.
19. Basic techniques of team building and leadership skills to promote and enhance the goals of the Department.
20. Supervisory roles in promoting equal opportunity (e.g., selection, development, promotion) of employees to maintain a discrimination and harassment free environment.
21. Supervisory responsibilities under the Ralph C. Dills Act to ensure successful job performance.
22. State of California policies (e.g., fiscal, property, personnel) to ensure sound management practices.

23. Public relations methods within Department programs to provide effective communication.
24. Interagency relationships within Department programs to maintain effective cooperative relationships.
25. Emergency incident management systems [e.g., Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS)] for proper incident organization and management.
26. Emergency operations (e.g., rescue, fires, hazardous material incidents) to mitigate incidents in a safe and effective manner.
27. Hiring practices used in the selection and hiring process of personnel to secure an adequate workforce.
28. Personnel policies (e.g., performance management, worker's compensation, citizens' complaints) to ensure the health and wellbeing of employees.
29. Bargaining unit agreements to ensure compliance with the terms of the agreements.
30. Employee Assistance Program (EAP) and Employee Support Services (ESS) to offer as a resource to personnel and/or coworkers.
31. Attendance, leave standards, and procedures to accurately maintain personnel records.
32. The Department's safety procedures and programs [e.g., Injury and Illness Prevention Program (IIPP), Workers' Compensation Program (WCP), Occupational Safety and Health Administration (OSHA), Respiratory Protection Program (RPP)] to ensure personnel safety and compliance with Federal and State law.
33. Injury reporting procedures [e.g., State Compensation Insurance Fund, Injury Assessment Prevention System (IAPS), Procedure 800] to comply with Federal and State law, State and Department policies and procedures.
34. Ryan White Act in the event of an actual and/or potential communicable disease exposure to ensure appropriate policies and procedures are followed according to Department standards.
35. Department substance abuse policy to ensure workforce health and safety.
36. Safe work practices to provide a safe work environment for employees and the public.
37. Equal Employment Opportunity (EEO) policies in the workplace to maintain a discrimination free work environment.
38. Adverse effects (e.g., environmental, political, social, economic) of emergency operations to ensure safe and effective operations.
39. Modern fire protection organization standards/guidelines and management practices [e.g., Fire Scope, National Fire Protection Association (NFPA), National Wildfire Coordinating Group (NWCG)] used to guide wildland and structural fire protection, as well as other emergency services.
40. Cooperative agreements (e.g., Federal, State, local) to ensure effective operation.
41. Department command, control policies and procedures for all incidents to meet the Department's mission.

42. Fire prevention principles and techniques to develop and implement fire prevention programs.
43. Department mobile equipment policies and procedures to ensure compliance and effective operations.
44. Direct Protection Areas (DPA) (e.g., Federal, State, local) to adequately mitigate the incident and ensure responsible fiscal management.
45. Criminal and civil law as it pertains to Department legal compliance.
46. California's legislative process to analyze and/or propose bills and address budgetary changes.
47. Investigation techniques, methods, and practices to ensure a legal and appropriate outcome.
48. Laws and Department policies regarding mandatory training for employees to ensure compliance with applicable laws, rules, and regulations.
49. Interagency agreements between State agencies [e.g., CAL FIRE, Department of Corrections and Rehabilitations (CDCR), California Youth Authority (CYA)] to ensure effective operations.
50. State and Department budgetary processes (e.g., budget changes, appropriate expenditures, fiscal deadlines) to ensure appropriate fiscal oversight.
51. Department acquisition procedures to acquire materials and equipment.
52. Instructional techniques, methods, and management of training programs to provide effective leadership and training.
53. Emergency Command Center (ECC) operations for efficient control of emergency resources.
54. Mobile communication devices (e.g., cell phones, radios, portable repeater) to effectively communicate in emergency and non-emergency situations.
55. The care, maintenance, application, and replacement of Personal Protective Equipment (PPE) to ensure employee safety.
56. The care, maintenance, and replacement of facilities to provide safe and adequate resources for employees.
57. Firefighting equipment and apparatus capabilities for the efficient and effective management of emergency incidents.
58. Factors affecting wildland fire behavior (e.g., fuel, weather, topography) for consideration in safe and effective operations.
59. Defensive driving techniques (e.g., traffic laws, intersection approach, utilization of warning devices) to safely operate Department vehicles in emergency and non-emergency situations.
60. The Firefighters Bill of Rights, Peace Officer Bill of Rights, pertinent Penal Code Sections (e.g., 832.5), and Government Code Sections to ensure that employee rights are protected in accordance with State law.
61. The organization of State government (e.g., executive, judicial, legislative) and the roles of each for effective job performance.
62. Personnel procedures (e.g., employee evaluations, progressive discipline, effective supervision) to promote an effective workforce.



**Skill to:**

1. Operate a personal computer in order to accomplish job duties and ensure effective job performance.
2. Communicate in English (e.g., orally, written) effectively in order to exchange and/or provide information and/or direction.
3. Produce written correspondence (e.g., email, letters, forms) to effectively convey information.
4. Multi-task during emergency and non-emergency situations.
5. Speak to others to effectively convey information (e.g., incident, safety, education).
6. Communicate performance standards and expectations to personnel both orally and in writing.
7. Use communication equipment (e.g., radio, cell phone, portable repeater) for effective communication in emergency and non-emergency situations.
8. Interpret various resources (e.g., laws, rules, regulations, policy).
9. Tactfully and diplomatically handle situations for successful job performance.
10. Lead and be part of a team to effectively communicate and accomplish job duties.
11. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility).
12. Perform various office clerical activities (e.g., photocopy, file, fax) necessary for the administration of a program or project.
13. Deal with a wide range of catastrophic issues during mitigation of emergencies.
14. Properly utilize Personal Protective Equipment (PPE) for safe and effective operation and use.

**Ability to:**

1. operate a variety of electronic equipment (e.g., personal computer, cameras, audio/visual systems) to accomplish job duties and ensure effective job performance.
2. prepare clear and concise reports.
3. maintain accurate records.
4. make public presentations as a Department representative.
5. perform mathematical calculations (e.g., addition, subtraction, multiplication) to prepare various reports and logs.
6. participate in and assist with various projects to meet Department goals.
7. analyze details from several sources to develop an appropriate conclusion.
8. manage time effectively, multi-task, and prioritize assignments in order to meet objectives.
9. adapt to changing situations and circumstances (e.g., medical, fire, administrative) when completing work assignments
10. prepare reports and records to ensure accuracy.
11. maintain reports and records to ensure accuracy.

12. 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.
13. extract specific details from complex information during oral communication.
14. determine and establish priorities for the completion of assignments.
15. apply principles and methods of effective supervision to provide guidance and direction for successful job performance.
16. fulfill supervisory responsibilities under the Ralph C. Dills Act to ensure successful job performance.
17. demonstrate leadership under stressful conditions in both emergency and non-emergency situations to ensure safe and effective operations.
18. effectively coordinate the work of others to meet goals and objectives in a timely manner.
19. Ability to supervise operations (e.g., program, project, emergency) for successful job performance.
20. Ability to oversee the implementation of new and/or revised programs to ensure effectiveness.
21. Ability to develop and implement action plans based on strategic analysis.
22. Ability to identify problems and develop solutions to ensure appropriate action is taken.
23. Exercise sound judgment when making decisions.
24. Make long range planning decisions based on gathered facts.
25. Perform at a command level during emergencies for successful incident mitigation.
26. Determine operational resources for appropriate use and effectiveness.
27. Establish and maintain cooperative relationships with Department employees and the public to meet the mission of the Department.
28. Work independently to facilitate the mission of the Department.
29. Work as a member of a team to reach a common goal and/or objective.
30. Recognize sensitive situations (e.g., crime scene, fatality, vehicle accident) to maintain confidentiality.
31. Prepare disciplinary actions (e.g., corrective memorandums, adverse actions, letters of expectation) to properly document employee performance.
32. Resolve personnel issues at the lowest possible level.
33. Effectively promote equal opportunity employment to maintain a compliant and fair work environment.
34. Effectively maintain a work environment which is free of discrimination and harassment.
35. Apply statutes and regulations for effective job performance.
36. Effectively plan programs, projects, and emergency operations for successful job performance.
37. Effectively implement programs, projects, and emergency operations for successful job performance.
38. Develop program plans and standards to further the Department's mission and goals.

39. Interpret applicable codes, laws, rules, and regulations [e.g., Public Resource Code (PRC), Uniform Fire Code, State Administrative Manual (SAM)] for application in all Department programs and activities.
40. Be responsive to the public.
41. Explain complicated information and issues in simple, straightforward, understandable language.
42. Listen effectively to complete job related tasks.
43. Hear sufficiently to perform the duties of the position.
44. Communicate effectively (e.g., oral, written, electronic) to ensure correct and clear information is conveyed and understood (e.g., normal operations, stressful situations, adverse conditions).
45. Communicate (e.g., read, write, speak) effectively in English at a level required for successful job performance.
46. Use mobile communication devices (e.g., cell phones, radios, portable repeater) to effectively communicate in emergency and non-emergency situations.
47. Instruct others (e.g., public, staff, coworkers).
48. Ability to accurately follow directions from others (e.g., adjoining forces, crews, supervisors).
49. Safely operate Department vehicles through adverse conditions (e.g., heavy traffic, long drives, poor visibility).
50. Maintain the appropriate valid license(s) [e.g., Registered Professional Forester (RPF), drivers] for effective job performance.
51. Ability to perform advanced mathematical calculations (e.g., algebra, geometry) to prepare various reports and logs.

## **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 [CAL HR Veterans Information](#), and the [Department of Veterans Affairs](#).

## **CONTACT INFORMATION**

Department of Forestry and Fire Protection  
(916) 445-7824  
[CALFIREexams@fire.ca.gov](mailto: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)

## **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.

## 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.

**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.

**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.

**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.

**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.

**How to apply for Veterans' Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.