



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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.

DEPARTMENT:	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	RELEASE DATE:	Tuesday, May 7, 2013
POSITION TITLE:	Chief, Planning and Fire Prevention	FINAL FILING DATE:	Friday, May 21, 2013
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$7,815.00 - \$8,616.00.00 / Month	BULLETIN ID:	

POSITION DESCRIPTION

Under the direction of the State Fire Marshal, the Chief, Planning and Fire Prevention is responsible for state-wide policy development, direction and implementation for the California Department of Forestry and Fire Protection's (CAL FIRE's) Fire and Resource Assessment Program, California Fire Plan, California Fire Information Reporting System (CFIRS), and California All Incident Reporting System (CAIRS), Wildland Fire Prevention and Pre-fire Engineering Program, Geographic Information System (GIS), and now includes the State Responsibility Area (SRA) Fire Prevention Fee Program. The incumbent serves as a principal advisor to the Director and the State Fire Marshal and provides leadership, guidance, and assistance in the formulation and implementation of CAL FIRE's Strategic Plan and represents the Department and provides leadership at various meetings, committees, and teams at the local government level. The incumbent also represents California on various national level committees/teams that may result in national policy on fire protection and wildland fire safety issues. This individual is a key member of the Office of the State Fire Marshal (OSFM) leadership team providing policy information that is necessary for the creation of state-wide regulations under the authority of the OSFM.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation

of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

*Demonstrated experience as a broad administrative or program manager with substantial participation in the formulation, operation, and/or evaluation of program policies.

*Demonstrated ability to guide or lead strategic, multi-disciplinary research-based programs relating to planning and hazard or risk analysis.

*Demonstrated ability approving and implementing in-depth policy development, managerial, administrative, and fiscal responsibility experience in areas related to forest, range, watershed, fire protection, fire prevention, and state and federal programs; and associated principles, practices, economics, laws and methods of environmental impacts.

*Demonstrated knowledge of the intricacies and correlation of programs within CAL FIRE as to the purpose, organization, and operations of the department in order to provide expert guidance and assistance in the development of the Strategic Plan, California Fire Plan, and organizational structure.

*Demonstrated ability to communicate and negotiate on political, controversial, and complex issues and to explain policy, develop support for decisions, and persuade high-level officials to accept particular actions, concepts, or approaches.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written

notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Planning and Prevention** with the **OFFICE OF THE STATE FIRE MARSHAL**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. Applicants who do not complete the Statement of Qualifications (details below) and submit it with their application and resume will be eliminated from the examination process. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the knowledge, skills, and abilities and the Desirable Qualifications contained in this examination bulletin. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process, if it is deemed necessary in order to make a selection.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

FILING INSTRUCTIONS

Interested applicants are required to submit:

*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment relevant to the Minimum Qualifications identified in this bulletin. Applications are available on the internet at: www.spb.ca.gov.

*A resume outlining your most recent experience during the last ten (10) years working in CAL FIRE's major program areas or within similar local, State, or Federal program areas (e.g., Fire Protection, Resource Management, Office of the State Fire Marshal, etc.). Please be specific and provide the date(s) you worked in each program and the duties performed.

*A "Statement of Qualifications" that responds to the following items of how your background meets the knowledge, skills, and abilities, and the Desirable Qualifications cited in this examination bulletin. It is imperative that you refer to the Desirable Qualifications when preparing your Statement of Qualifications.

1. Please succinctly describe your experience as a broad administrative or program manager with substantial participation in the formulation, operation, and/or evaluation of program policies that is relevant to the position of Chief, Planning and Fire Prevention.

2. Please provide examples that demonstrate your ability to guide or lead strategic, multi-disciplinary research-based programs relating to planning and hazard or risk analysis.

3. Please provide examples that demonstrate your ability to approve and implement in-depth policy development, managerial, administrative, and fiscal responsibility experience in areas related to forest, range, watershed, fire protection, fire prevention, and state and federal programs; and associated principles, practices, economics, laws and methods of environmental impacts.

4. Please succinctly describe your knowledge of the intricacies and correlation of programs within CAL FIRE as to the purpose, organization, and operations of the department in order to provide expert guidance and assistance in the development of the Strategic Plan, California Fire Plan, and organizational structure.

5. Please provide examples of your demonstrated ability to communicate and negotiate on political, controversial, and complex issues and to explain policy, develop support for decisions, and persuade high-level officials to accept particular actions, concepts, or approaches.

When preparing your Statement of Qualifications, please follow these guidelines:

*The information you provide must be complete and presented in a clear and concise manner.

*Your Statement of Qualifications must be typewritten with a font size no smaller than 10 pitch.

*Limit your responses to no more than a total of four (4) typewritten pages.

*Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.

*When responding to item one (1), you must include your State civil service classification or position title (private sector) held, the number of years performing the duties/tasks described, the department at which it was performed, and the size of staff managed and/or directly supervised.

*When responding to item two (2), provide examples that demonstrate your ability to guide or lead strategic, multi-disciplinary research-based programs relating to planning and hazard or risk analysis. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

*When responding to item three (3), provide examples that demonstrate your ability to approve and implement in-depth policy development, managerial, administrative, and fiscal responsibility experience in areas related to forest, range, watershed, fire protection, fire prevention, and state and federal programs; and associated principles,

practices, economics, laws and methods of environmental impacts. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

*When responding to item four (4), provide examples that describe your knowledge of the intricacies and correlation of programs within CAL FIRE as to the purpose, organization, and operations of the department in order to provide expert guidance and assistance in the development of the Strategic Plan, California Fire Plan, and organizational structure. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

*When responding to item five (5), provide examples that demonstrate your ability to communicate and negotiate on political, controversial, and complex issues and to explain policy, develop support for decisions, and persuade high-level officials to accept particular actions, concepts, or approaches. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

Applicants must file their application, resume, and Statement of Qualifications with CAL FIRE either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Danielle Greco, Examination Unit.

ALL APPLICATION MATERIALS MUST BE HAND DELIVERED TO OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF MAY 21, 2013 OR POSTMARKED BY THE FINAL FILING DATE OF MAY 21, 2013 TO BE CONSIDERED. APPLICATION MATERIALS HAND DELIVERED OR POSTMARKED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED. APPLICATION MATERIALS WILL NOT BE ACCEPTED BY INTEROFFICE MAIL, ELECTRONIC MAIL (EMAIL), OR FACSIMILE. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you are a U.S. military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD214) or other official discharge documents.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and the font should not be smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam
Unit

P. O. Box 944246, Sacramento, CA 94244-2460
Danielle Greco | (916) 445-7920 | danielle.greco@fire.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this 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 on this bulletin will be compared with the performance of 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 law 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.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class specs: <http://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx>