



DEPUTY STATE FIRE MARSHAL

Exam Code: 2FS04

Department(s):	Department of Forestry & Fire Protection
Opening Date:	06/15/2012
Closing Date:	07/13/2012
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY Range A \$4344 - \$5011 Range B \$4555 - \$5761
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **July 13, 2012**

Examination/Employment Application (STD. 678) is available through the Internet at <http://jobs.ca.gov/Profile/Profile> and at the testing office shown below. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications will not be accepted via e-mail. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: LaWren Morrow)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: LaWren Morrow)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **July 13, 2012**, will not be accepted for any reason.

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.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

Range A: \$4344 - \$5011 (as of 1/1/2008)
Range B: \$4555 - \$5761 (as of 1/1/2008)

Range A: This range shall apply to incumbents who do not meet the criteria for Range B.

Range B: This range shall apply to persons who have satisfactorily completed a minimum of 12 months as Deputy State Fire Marshal, Range A.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional 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

All applicants must meet the education and/or experience requirements for this examination by **July 13, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

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.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

“Either” I

Experience: One year of experience in the California State Fire Marshal's Office performing the duties of a State Fire Marshal Trainee assigned to Field Operations.

“Or” II

“Either”

Experience:

1. One year of fire prevention experience performing technical fire prevention inspections, building inspections, fire prevention engineering, or fire investigation. **Or**
2. Two years of experience performing fire suppression in a fire department.

and

Education: Successful completion of 15 units of Fire Technology courses from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) (units may be challenged by State Board of Fire Services Certified courses). (Two years of additional qualifying experience may be substituted for this education requirement.)

“Or” III

Education: Equivalent to graduation from an accredited college with major work in fire protection engineering, fire service administration, fire protection administration and technology, civil engineering, mechanical engineering, electrical engineering, chemical engineering, chemistry, physics, or architecture. (Senior students in a recognized institution will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

If you are applying under Pattern II, and you are not working full-time in these assignments, you must include “from” and “to” employment dates (month/day/year), time base (actual hours worked per week). List all fire technology courses (including name of school/college, specific course title, hours/units [semester or quarter] and completion dates) on the Examination Application STD. 678. Use a separate piece of paper if necessary. You must provide a copy of your transcripts.

POSITION DESCRIPTION

A Deputy State Fire Marshal, under close supervision, learns fire prevention and enforcement techniques; performs technical fire prevention and inspection work of average difficulty; reviews construction drawings and specifications; and does other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **September/October 2012**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Laws, codes, and regulations (e.g., California Health and Safety Code, California Code of Regulations, Titles 19 and 24) to ensure fire and life safety.
2. General fire prevention practices and procedures to ensure fire and life safety.
3. Fire protection systems (e.g., suppression, detection, notification, and control) to ensure fire and life safety.
4. Fundamentals of fire and human behavior to perform proper assessment of building components (e.g., exiting, construction, fire sprinklers, fire alarms).
5. National Fire Protection Association (NFPA) standards (e.g., NFPA 13, 14, 17, 20, 24, 25, 72, 2001) to ensure compliance with the installation, operation, and maintenance of fire protection systems.

6. Fire protection equipment (e.g., detection devices, fire alarm control units, fire-smoke dampers) to ensure fire and life safety.
7. Time management techniques to efficiently organize workload and scheduling.
8. Building construction (e.g., types of construction, methods, materials, systems) to conduct required plan review and inspections.
9. Health and safety hazards (e.g., construction sites, detention facilities, hazardous materials, environmental factors) encountered during the performance of duties to ensure personal safety.
10. Methods used to prioritize workload to meet customer and project requirements.
11. Personal protective equipment (e.g., helmet, gloves, eye protection, protective clothing) used to ensure personal safety.
12. Construction and engineering terminology to ensure accurate interpretation of subject matter.
13. Incident Command System structure and task requirements in order to serve in a support function.
14. Building mechanical systems (e.g., heating, ventilation, air conditioning, boilers) for plan review and inspections.
15. Building electrical systems (e.g., electrical panels, building wiring, generators) for plan review and inspections.
16. Basic electricity principles and circuits to assist in understanding fire protection systems.

B. Ability to:

1. Work independently with very little supervision in order to complete work assignments.
2. Read and write English to effectively apply laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
3. Act in a professional manner as a representative of the Office of the State Fire Marshal.
4. Communicate effectively in writing in order to convey clear and concise ideas and information to various audiences (e.g., government officials, contractors, building representatives, general public).
5. Communicate effectively verbally in order to convey clear and concise ideas and information to various audiences (e.g., government officials, contractors, building representatives, general public).
6. Exercise situational awareness (e.g., construction sites, detention centers, travel) to ensure personal safety.
7. Manage time and deadlines to efficiently organize workload and scheduling.
8. Assert yourself on behalf of the Department to ensure enforcement of, and compliance with, State laws, codes, and standards.
9. Analyze situations and reason logically in order to recommend an effective course of action.
10. Comprehend State laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to ensure compliance with public safety standards.
11. Address and resolve conflicts to meet demands of the job while dealing with various issues that may arise (e.g., inspections, plan review, enforcement).
12. Create and maintain logs, reports, and files to ensure accurate documentation.
13. Effectively communicate under stressful situations (e.g., scene of an incident, court appearances, media).
14. Think spatially and three-dimensionally in order to review building plans and specifications.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work throughout the State and to work unusual hours, including evenings, weekends, and holidays; reliability; alertness and keenness of observation; good memory for details; physical fitness and emotional and psychological stability; willingness to wear personal protective equipment; possession of a valid California driver license and good driving record. (Applicants who do not possess a valid California driver license will be admitted to the exam, but must have a license at the time of appointment.)

SPECIAL REQUIREMENTS

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.

BACKGROUND INVESTIGATION

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

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.

AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

EDUCATION REQUIREMENT

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

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

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)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

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 at <http://jobs.ca.gov/Profile/Profile>, State Personnel Board offices, 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 testing Department 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.

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, at the State Personnel Board office, or www.jobs.ca.gov.

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.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional**

entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento California 95814).

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.

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.