IMPORTANT

FIRE FIGHTER II EXAMINATION INFORMATION

The State Personnel Board (SPB) will be administering an online training and experience evaluation examination for Fire Fighter II for the California Department of Forestry and Fire Protection (CAL FIRE). It is anticipated that the examination will be available on August 31, 2011, with a closing date of 5:00 p.m. on September 28, 2011. Please visit the SPB website at http://jobs.ca.gov to apply for the examination.

The Fire Fighter II examination is a continuous testing examination with designated filing periods. The examination will be available 24 hours a day, seven days a week during the upcoming filing period, August 31, 2011 through 5:00 p.m. on September 28, 2011. If you miss this filing period you will have to wait until the next filing period to take the examination. Late applications **will not be accepted for any reason** (e.g., incident assignment); therefore, we encourage all interested applicants to complete the examination as soon as possible, but no later than 5:00 p.m. on September 28, 2011. Future filing periods will be posted on the CAL FIRE Intranet, Internet, Microsoft Outlook Public Folders, and at the SPB website at http://jobs.ca.gov as the dates become available.

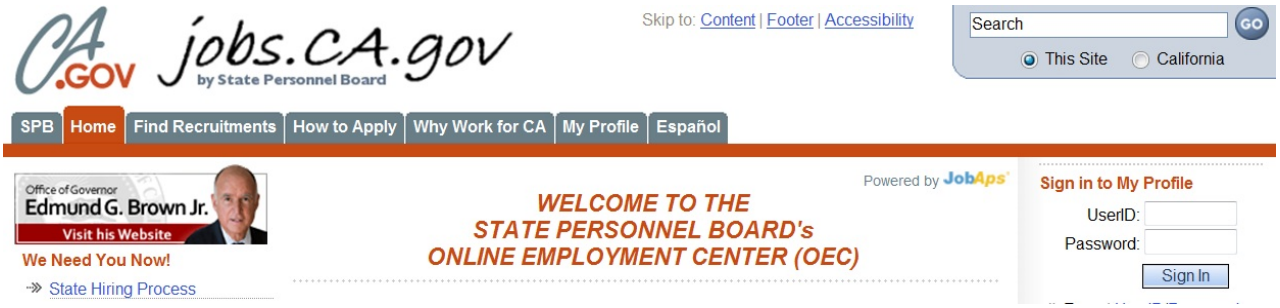
Examination results will appear immediately after you take the examination. Your results may not include the addition of career credits. The Examination Unit will verify your employment history to determine if you are eligible for career credits. If eligible, three career credits will be added to your final score and you will be notified. Career credits will be verified and added to individual scores prior to release of any certification lists. Candidates who have filed for and received approval for Veterans' Preference Points from the State Personnel Board should have had these points automatically added to his/her final score. If you are unsure if you received credit for these points, please contact the Fire Fighter II/Fire Apparatus Engineer, and Paramedic Hotline at (916) 445-7842.

Candidates who are successful in the examination will have 12 months of eligibility from the date they complete the examination and can re-compete after six month, if testing is open.

Candidates will be required to self-certify that they meet the minimum qualifications at the time they take the examination. All minimum qualifications will be verified before any appointment is made. Candidates who complete the examination, but do not meet the minimum qualifications, will be withheld from the employment list and will not be able to re-compete for six months from the date they took the examination.

Examination information will be posted on the SPB website at http://jobs.ca.gov and on the CAL FIRE Intranet, Internet, and Microsoft Outlook Public Folders.

To apply for the examination go to the SPB website at http://jobs.ca.gov.

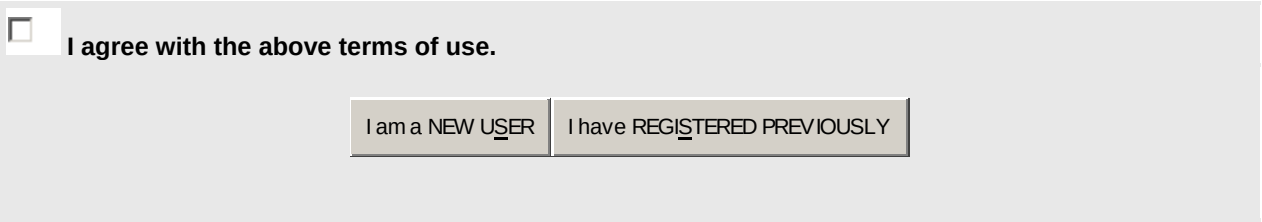


APPLY FOR THE JOB RECRUITMENT (EXAMINATION)

- Click on the "Find Recruitments" tab at the top of the page.
- Type "Fire Fighter II" in the keyword field and click on the "Search" button.

- Scroll down to the Fire Fighter II job recruitment (examination bulletin) link and click on the title to access the application and examination process.
- Scroll to the bottom of the Fire Fighter II bulletin and click on the "Apply Online" link.

On the next page, you will need to create a new user ID and password or use a pre-existing user ID and password to log in to take the examination.



Once you have registered, you will be asked to voluntarily complete an Equal Employment Opportunity form and provide your social security number.

You will then be asked to provide information regarding your qualifications to take this examination. If you meet the minimum qualifications you will be allowed to continue with the examination. Candidates who do not meet the minimum qualifications will not be allowed to take the examination, but can re-apply when minimum qualifications are met.

IMPORTANT EXAMINATION INFORMATION

- Review the examination bulletin and the minimum qualifications carefully before taking the examination.
- Print the examination and thoroughly read and answer the questions before taking the examination online. A link to view and print the examination is located on the bulletin under "Examination Information."
- Review your answers, making sure you have accurately answered the questions before submitting your completed examination online.
- If you are not able to complete the examination you can log back in and resume taking the examination where you left off. The examination must be completed no later than 5:00 p.m. on September 28, 2011.
- Keep in mind, once you complete the examination and receive a score, you **cannot** go back and change your answers. You will have to wait six months before taking the examination again.
- Print your examination results for your records; they will appear instantly after you take the examination. Until you have received your results, you have not completed the examination process.
- Review your application to ensure your mailing address and email address is up-to-date as information may be sent to the address on file.
- **Carefully consider your tenure, timebase, and location choices. Your selections will determine your eligibility on an employment list (e.g., if you do not select limited-term, you will not be eligible for hire from the limited-term employment list).**
- Use your formal education, formal training courses, and/or work experience whether paid or volunteer when responding to the examination questions.

UPDATING YOUR PROFILE/VIEWING EXAMINATION INFORMATION

- Click on the “My Profile” tab.
- Enter your user ID and password.
- Click on the “Retrieve Application” button.

- You may review your information regarding the Fire Fighter II examination (e.g., score, notices) by clinking on the “Fire Fighter II” link.
- To update your address, telephone numbers, email, or password, click on “Update My Contact Info” on the menu bar at the top, re-enter your user ID and password and click on the “Update Contact Information” button.
- To update tenure, timebase, and location choices, click on the “Update Preferences” link for the job title you wish to update.

PLEASE NOTE: **If a certification list has been ordered, changes to your tenure, timebase, and location choices will not be captured until the next certification list is ordered.**

OTHER INFORMATION

- Application materials for this examination are accepted **ONLY** on the Internet.
- Due to the large number of candidates participating in this examination or other examinations, the SPB online application and examination process may be slow or go into a time out mode. Please be patient.
- If you have technical issues concerning this examination, contact the SPB at 1-866-844-8671. **For further questions, contact the Fire Fighter II, Fire Apparatus Engineer, and Paramedic Hotline at (916) 445-7842.**