



## DEPUTY STATE FIRE MARSHAL III (SUPERVISOR)

Exam Code: 3FS0302

Department(s):	Department of Forestry & Fire Protection
Opening Date:	05/20/2013
Closing Date:	06/14/2013
Type of Recruitment:	Open-nonpromotional
Salary:	MONTHLY-RANGED-SALARY - \$5491 - \$6964
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: **June 14, 2013**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

**Note:** Applications will not be accepted via e-mail.

#### MAIL:

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

#### SUBMIT IN PERSON:

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

If you meet the entrance requirements for this class and the Deputy State Fire Marshal III (Specialist), scheduled for the same time frame, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application. Applications postmarked or personally delivered after the final filing date, **June 14, 2013**, 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.

## SALARY INFORMATION

\$5491 - \$6964

## 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 **June 14, 2013**, 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

Two years of experience performing the duties of a Deputy State Fire Marshal, Range B, in the California state service.

### "Or" II

**Experience:** Five years of experience, at least three years of which shall have been in a lead or supervisory capacity, in any one or a combination of the following:

1. In fire prevention work in a public fire prevention bureau, unit or agency; or
2. On fire prevention or industrial safety engineering in private industry; or
3. In building compliance/inspection work in a public bureau, unit or agency.

(College training may be substituted for the nonsupervisory experience on the basis of two years of college being equivalent to one year of experience.)

and

**Education:** Equivalent to graduation from high school. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**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 III (Supervisor), under general supervision, either (1) supervises the field enforcement and office staff within a portion of a large geographical region of the State; or (2) supervises a highly specialized, technical enforcement program; and does other related work.

Through subordinate staff, incumbents in this classification administer the laws and regulations of the State Fire Marshal.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **July/August 2013**.

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, SKILLS, AND ABILITIES

### Scope:

#### A. Knowledge of:

1. The Office of the State Fire Marshal mission and strategies to protect life and property through the application of engineering, education, and enforcement.
2. The State Board of Fire Services for addressing fire prevention, training, and protection issues for the State.
3. Nationally recognized standards, regulations, and laws relating to the certification of fire protection systems and portable fire extinguishers to conduct inspections.
4. Nationally recognized standards, regulations, and laws relating to licensing requirements of fire protection systems and portable fire extinguishers to conduct inspections.
5. Nationally recognized standards, regulations, and laws relating to service requirements of fire protection systems and portable fire extinguishers to conduct inspections.
6. Applicable codes, standards, and jurisdictional requirements for managing and resolving complaints for investigations and inspections.
7. Permit issuance and revocation requirements using applicable codes and standards adopted by the State Fire Marshal for licensing requirements.
8. Industry standards of fire protection systems for fire prevention and suppression.
9. Construction and operation of fire protection equipment for inspections and compliance with regulations.
10. Proper grammar, spelling, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
11. Proper grammar, spelling, and punctuation usage for correspondence, effective job performance and communication.
12. Construction and engineering terminology and principles for proper application to the job.
13. Fire prevention and protection principles related to building construction and maintenance to meet code compliance.
14. Fire and life safety inspection methods in occupancies regulated by the State Fire Marshal to ensure code compliance.
15. Fire behavior to determine origin and cause.
16. Fire behavior to evaluate building construction, products, and safety issues.
17. Health and safety hazards encountered during the performance of duties for the prevention of injuries.
18. Public display of fireworks (e.g., product knowledge, safety procedures, fall out zone) for fire and life safety.
19. Established procedures for the amendment of applicable codes and standards to enhance fire and life safety.
20. Established procedures to develop codes and standards to enhance fire and life safety.
21. Legal considerations for code adoption process to meet compliance measures.
22. Other government agencies (e.g., California Emergency Management Agency, California Department of Corrections and Rehabilitations) and private organizations responsible for fire protection development in California to ensure fire and life safety.
23. Publications, guides, codes and standards, and technical references for successful plan review.

24. Budget procedures and revenue sources for funding purposes to meet operational needs.
25. Potential stakeholders with shared concerns for available resources on issues of fire and life safety.
26. Rules of evidence and court procedures to provide witness testimony in court proceedings.
27. Compile evidence and information in preparation to present an expert witness testimony.
28. The Incident Command System to apply to hazard risks that involve incidents (e.g., fire, floods, major hazardous material incidents).
29. Search and seizure laws to conduct a legal search in compliance with State laws and regulations.
30. Proper handling and disposal of dangerous fireworks for fire and life safety issues and ordinances.
31. Fireworks classifications, functioning, and device testing hazards for fire and life safety.
32. Local, State, and Federal fireworks laws and regulations for sale of State approved fireworks.
33. Architectural practices to understand and read plans.
34. Various types of records (e.g., inspection notices, building inventories) to understand statutory requirements for records management and retention requirements in accordance with regulations.
35. Approved testing laboratories to conduct tests and examinations on equipment (e.g., fire alarm devices, construction materials, fire sprinkler systems) for fire and life safety.
36. Law enforcement responsibilities (e.g., warrants, citations) to ensure public safety.
37. State and Federal anti-discrimination laws to ensure compliance with the Equal Employment Office on lawful employment practices.
38. Occupational hazards and appropriate safety precautions involved in construction, fire investigations, rescue and evacuation procedures, and basic emergency medical operations to ensure public safety.
39. Applicable guidelines and procedures for conducting hiring interviews.
40. Review process of the California Automated Travel Expense Reimbursement System to ensure timely accurate reimbursement of the travel expenses for staff.
41. Peace Officers Bill of Rights to ensure compliance with State laws and Department policies.
42. The California Joint Apprenticeship Committee policies and procedures to ensure compliance.
43. Resources for supervision (e.g., progressive discipline, Employee Assistance Program, Equal Employment Office guidelines) located on the CAL FIRE Intranet for guidance and tools for managing employees.

**B. Skill to:**

1. Operate specialized equipment (e.g., mechanical/architectural scales, cameras, decibel meter) for conducting inspections and investigations on the job.
2. Drive appropriate Department vehicles.
3. Operate all information technology devices (e.g., smartphones, computers, laptops) for correspondence, effective job performance and communication.

**C. Ability to:**

1. Evaluate other regulatory agencies' regulations to negotiate and resolve conflicts regarding code development and enforcement for fire and life safety.
2. Evaluate and resolve complaints through use of the appropriate legal and administrative procedures.
3. Perform basic mathematical calculations (e.g., addition, subtraction, multiplication, division) to ensure buildings are constructed per code.
4. Follow oral and written directions for an effective job performance.
5. Read and write in English to effectively exchange information and accomplish daily tasks.
6. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
7. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
8. Recognize budget impact and make appropriate fiscal decisions.
9. Identify acceptable construction methods for alternative methods and materials related to fire safety to correct potential problems.
10. Maintain a positive relationship with media groups to represent the Department.
11. Write an Incident Action Plan to document incident goals.
12. Facilitate meetings (e.g., committee, task groups, fire prevention meetings) to achieve goals of the Department and disseminate information to stakeholders.
13. Prepare accurate, clear, concise, and well-written reports and correspondence for an effective job performance.

14. Analyze situations, reason logically, and recommend an effective course of action for fire and life safety.
15. Work in a variety of environments on the job (e.g., crawl spaces, elevators, extreme heat) using safety protocol and personal protective equipment.
16. Recognize hazardous situations (e.g., illegal activities, chemicals, unsafe surroundings) to avoid personal injury.
17. Read construction plans and identify symbols related to construction (e.g., electrical, mechanical, plumbing) to ensure code compliance for fire and life safety.
18. Think spatially to visualize the completed process (e.g., building plan to building completion) to apply applicable codes for fire and life safety standards.
19. Write technical reports to ensure proper documentation of information (e.g., investigation reports) and summarize findings.
20. Manage workload and time in order to prioritize for a successful job performance.
21. Work in and adapt to a changing work environment.
22. Interpret codes and standards for a successful job performance.
23. Train staff, industry, and government agencies on fire and life safety issues.
24. Deal with issues of a sensitive nature (e.g., trade secrets, proprietary equipment, patents) due to confidentiality.
25. Make oral presentations to educate and inform stakeholders on fire and life safety.
26. Make decisions and/or recommendations under various situations (e.g., deadlines, controversial issues) for effective leadership.
27. Document sensitive materials (e.g., litigation, appeals, correspondence) to create a record of events.
28. Screen job applicants to determine qualified candidates for potential hire.
29. Mentor and advise staff for future advancement purposes.

## 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 work non-scheduled hours including weekends and holidays; willingness to wear job-required attire; willingness to wear personal protection equipment; willingness to work in remote locations and/or adverse conditions in emergency and non-emergency situations (e.g., construction sites); willingness to take personal responsibility for one's actions; supervisory ability; tact and keenness of observation.

## 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. **You must complete Section 11 of the Examination Application Std. 678.**

### 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. **You must complete Section 8 of the Examination Application Std. 678.**

## 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 go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/4179.aspx>

## 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 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 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](http://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.jobs.ca.gov](http://www.jobs.ca.gov) or 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).

**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.