



## FIRE PREVENTION SPECIALIST II

**Exam Code: 4FS0202**

<b>Department(s):</b>	Department of Forestry & Fire Protection
<b>Opening Date:</b>	12/01/2014
<b>Closing Date:</b>	12/30/2014
<b>Type of Recruitment:</b>	Open - Nonpromotional
<b>Salary:</b>	MONTHLY-RANGED-SALARY \$3,399.00 - \$4,338.00
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Exam Type:</b>	Statewide

### EEO

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.

### 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 as stated on the bulletin. This is an open-nonpromotional examination. Applications **will not** be accepted on a promotional basis.

### FILING INSTRUCTIONS

Final Filing Date: **December 30, 2014**

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. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

#### **MAIL:**

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

#### **SUBMIT IN PERSON:**

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

Applications postmarked or personally delivered after the final filing date, **December 30, 2014**, 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

\$3,399.00 - \$4,338.00

## ELIGIBLE INFORMATION

An open 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 **December 30, 2014**, 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

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

**and**  
**"Either" I**

One year of full-time experience performing the duties of a Fire Prevention Specialist I with the California Department of Forestry and Fire Protection.

**"Or" II**

Two years of increasingly responsible experience administering or coordinating a fire prevention program or conducting fire safety and code inspections of public/commercial buildings. (Experience in the California state service applied toward the experience/education requirement must be at a level of responsibility equivalent to a Fire Prevention Specialist I.)

**and**

Education: Equivalent to fifteen college semester units preferably in Journalism, Communications, Liberal Arts, English, Fire Science, Administration of Justice, or Fire Protection Engineering from a recognized institution of postsecondary education. (One additional year of qualifying experience may be substituted for the required education.)

## POSITION DESCRIPTION

This is the journey level of the series. Under direction, incumbents serve as the Public Information Officer in the Fire Protection Planning Program or Fire Prevention Program (education/law enforcement/public information). In the Fire Protection Planning Program, incumbents must have a thorough knowledge of Title 19 and Title 24 of the California Code of Regulation and will independently review applications and set fire protection conditions on subdivisions, parcel maps, conditional use cases, public use cases, public facility cases, plot plan approvals, variance cases, and on any development or problem raised by a county planning department, planning commission, or board of supervisors; review building plans for all commercial, industrial, multi-family, and public facilities as they are submitted to a county building department; review plans and inspect complex engineered or pre-engineered suppression systems, fire alarms, and sprinkler systems, and provide fire protection recommendations or requirements; coordinate special operations (e.g., Red Flag Patrols); coordinate with cooperating agencies; maintain tools and equipment; provide basic first aid; and monitor assigned budgets.

Incumbents in a public information/law enforcement/education assignment will serve as an assistant manager in fire prevention education; issue citations; perform preliminary fire investigations; provide support to law enforcement operations; provide support during emergency incidents; enforce forest and fire laws; conduct fire hazard inspections; coordinate team teaching materials; coordinate training for unit personnel and volunteers; design, construct, and display fire prevention materials; oversee fire safety patrols; act as Assistant Information Officer; prepare news releases, present speeches to the public and community groups; recruit volunteers; conduct VIP meetings; maintain VIP records; prepare correspondence and reports; and coordinate research projects.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **February/March 2015**.

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:

Knowledge of:

1. Fire prevention principles and fire and life safety practices.
2. Basic inspection techniques.
3. Basic fire behavior.
4. Fire ground operations.
5. Vegetation burn characteristics.
6. Basic fire science.
7. California Vehicle Code.
8. Vehicle operation and maintenance.
9. Basic fire protection engineering.
10. Fire prevention programs and regulations.
11. Basic hand tools.
12. Building codes and fire laws.
13. Fire prevention requirements.
14. Time management and prioritization techniques.
15. Construction techniques.
16. Basic construction plan review.
17. Fire protection equipment and systems.
18. Teaching methods.
19. Building materials and their burn characteristics.
20. Inventory control and tracking methods.
21. First aid.
22. Outdoor safety/survival practices.
23. Media operations.
24. Public speaking techniques.
25. Incident management practices used to deliver emergency services.
26. Grant sources.
27. Basic and graphic design and display techniques.
28. Incident Command System.
29. Fire and life safety practices.
30. Public Information Officer duties.
31. Firefighting nomenclature.
32. Fire prevention principles and practices.
33. Personal protective equipment.
34. Fire science and fire triangle in relation to prevention and education.
35. Public speaking techniques.
36. Various training/teaching methods.
37. Research processes.
38. Forestry and fire laws, rules, and regulations.
39. Fire suppression methods, suppression tools, equipment.
40. Basic writing skills.

Ability to:

1. Maintain cooperative relationships with various entities.
2. Explain and enforce appropriate rules, laws, and codes.
3. Teach, educate, or train others.
4. Perform administrative duties.
5. Interact effectively with the public.
6. Communicate effectively.
7. Analyze situations.
8. Read maps.
9. Read and interpret construction plans.
10. Oversee and participate in inspections.
11. Make formal and informal presentations.
12. Oversee the work of others.
13. Perform basic first aid.
14. Coordinate volunteer program activities.
15. Recruit volunteers for the VIP program.
16. Design and construct visual displays.
17. Identify and implement volunteer recruitment goals.
18. Work independently.
19. Remain calm and perform effectively in high stress situations.
20. Communicate clearly and concisely.
21. Lead people in stressful or emergency situations.
22. Effectively communicate the Department's message to the media.
23. Understand and employ good fire and life safety practices.
24. Interpret and explain codes, rules, and Department policies and procedures.
25. Independently conduct and schedule inspections and meetings.
26. Effectively manage time, multiple assignments, and deadlines.
27. Operate various computer programs.
28. Train and educate colleagues, volunteers, and the community; recruit, retain, and motivate volunteers.
29. Create and design visuals.
30. Design and construct visual displays.
31. Physically perform duties of the position.

## **VETERANS PREFERENCE**

Will be awarded in 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, 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

## **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 unusual hours and on weekends and holidays; be flexible regarding job assignments; remain on duty as necessary or as emergency circumstances require; interact and conduct interviews with the media; maintain a professional image on and off duty; go out to fires and base camps; work in potentially hazardous and stressful settings; work within close proximity of inmates, wards, and peace officers; work in remote areas; travel statewide and out of state upon short notice for extended periods of time; recruit, retain, and motivate volunteers; work alone; work with children; work outdoors in extreme temperatures and weather conditions; wear a uniform to comply with Department requirements; wear Personal Protective equipment.

## CONTACT INFORMATION

Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, CA 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/1067.aspx>

## GENERAL INFORMATION

**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 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:** Will be awarded in 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 veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status.

“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.