

REVISED EXAMINATION ANNOUNCEMENT

March 19, 2020

EXAM TITLE: FIRE PREVENTION SPECIALIST II
EXAM CODE: OFS02
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **APRIL 16, 2020**

The bulletin announcing the above examination has been amended as follows:

*The Fire Prevention Specialist II exam will be held in May/June 2020.

Please contact the examination unit with any questions regarding the information stated above, CALFIREexams@fire.ca.gov.



FIRE PREVENTION SPECIALIST II OFS02

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: March 17, 2020
FINAL FILING DATE: April 16, 2020
EXAM TYPE: OPEN
SALARY: \$3,827.00 - \$4,884.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **April 16, 2020**, unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the

[Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*

SUBMIT BY MAIL ONLY:

Department of Forestry and Fire Protection
PO BOX 944246
Sacramento, CA 94244-2460
Examination Unit – (Attn: Ashley Stewart)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **April, 16, 2020**, will not be accepted for any reason.

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.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) WEIGHTED AT 100%

In this type of exam, candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW EXAMINATION WILL BE DISQUALIFIED.

It is anticipated exams/interviews will be held in May/June 2020.

MINIMUM QUALIFICATIONS

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.)

ADDITIONAL DESIRABLE 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.

ELIGIBLE INFORMATION

A Departmental 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

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic writing skills to write news releases, newsletters, reports, and memos properly.
2. Fire ground operations (e.g., structural, wild land, technical rescue) to inform the public and media regarding appropriate suppression strategies and tactics.
3. Fire behavior (e.g., fuel conditions, topography, weather, fire terminology) to inform the public and media regarding appropriate suppression strategies and tactics.
4. Personal Protective Equipment for proper use and personal safety in accordance with Department policies and procedures.

5. Department policies pertaining to the operation of vehicles to ensure safe, legal, and efficient use of assigned motor vehicle.
6. Fire suppression methods (e.g., direct and indirect), suppression tools (e.g., McLeod, Pulaski, hand tools), and equipment (e.g., dozers, engines, aircraft) to inform the media and public.
7. Firefighting nomenclature to inform and translate for the lay person.
8. Basic fire science for incidents to inform the public with credible and accurate information during incidents.
9. Fire prevention principles and practices to effectively educate the public.
10. Public Information Officer duties to communicate to constituents about programs, initiatives, events, and issues providing information to the public and the media as required.
11. The Incident Command System to participate during incidents to perform required job duties, roles, and responsibilities.
12. How fire suppression methods, suppression tools, and equipment are used effectively during incidents.
13. Basic fire science for inspections to ensure good judgment when determining code requirements and compliance with appropriate laws, regulations, and ordinances.
14. Basic fire behavior for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
15. The mission, vision, and values of the Department to accurately provide information and service to the public. After further review it was determined that this knowledge needed to be retained.
16. Vehicle operation and maintenance (e.g., oil change, visual inspection, scheduling maintenance) to ensure safe and reliable use of assigned motor vehicles.
17. Fire prevention principles and safe practices through education, and experience in engineering and enforcement to provide employee and public health and safety.
18. Chain of command of the Department to use as a guideline of authority and responsibility to follow during incidents or as needed to effectively operate within the organization.
19. Media operations to effectively utilize various media resources (e.g., print, radio, television, social platforms) to communicate relevant fire prevention and incident information to the public and media.
20. Vegetation burn characteristics (e.g., burn rate, flame length, flammability) to provide information to the public regarding defensible space.
21. Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
22. Various research techniques (e.g., internet, code books, handbooks) to access information, compile and interpret data, and follow applicable guidelines needed to facilitate a variety of projects (e.g., report writing, grant proposals, Public Service Announcements) required for job assignments.

23. Basic fire behavior for project review to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
24. Fire science (e.g., oxygen, fuel, heat) in relation to prevention and education to competently present fire and life safety information.
25. Public speaking methods (e.g., persuasive, informative, motivational) to effectively present information and instruction at the appropriate level (e.g., public, volunteers, government agencies, stakeholders).
26. California Vehicle Code to ensure safe, legal, and efficient use of motor vehicle when driving.
27. Basic fire protection engineering for project review to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
28. Various training/teaching methods to develop and provide fire and life safety education at the appropriate level (e.g., public, volunteers, government agencies, stakeholders).

Skill to:

1. Skill to operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public and Department employees.
2. Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
3. Prepare clear and concise reports to communicate effectively.
4. Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
5. Produce accurate and timely social media content.
6. Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
7. Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
8. Manage and respond to sensitive and/or high profile issues to achieve Department goals and objectives.
9. Use appropriate Personal Protective Equipment to ensure personal safety.
10. Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
11. Safely operate/drive different makes and models of Department vehicles in a variety of conditions (e.g., long distances, inclement weather, rugged terrain) to travel as needed for job assignments.
12. Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.
13. Gather, compile, and apply information and data from various sources for research, decision making, and developing action plans, for inclusion in written and oral reports, communication, and completion of assignments.
14. Communicate performance standards and expectations to personnel for successful job performance.

15. Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
16. Keep staff motivated to accomplish program goals.

Ability to:

1. Work independently with little or no supervision to perform assignments individually.
2. Interact effectively with the public in a professional manner given the nature and needs of the situation and the individuals or group involved.
3. Interact professionally with coworkers and the public in stressful, hazardous, or emergency situations to help mitigate incidents.
4. Listen and follow directions to carry out assigned duties.
5. Use situational awareness to maintain personal and public safety.
6. Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
7. Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
8. Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
9. Lead people in stressful, hazardous, or emergency situations to help mitigate incidents.
10. Communicate (e.g., written, oral, electronic) clearly and concisely to be understood and to provide necessary information.
11. Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
12. Remain calm and perform effectively in high stress situations to perform job duties (e.g., incidents, inspections, deadlines).
13. Effectively communicate the Department's message to the media (e.g., sound bytes, press releases, interviews).
14. Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
15. Be a quick and effective speaker to manage unplanned communications.
16. Be professional and cooperate with individuals (e.g., public, contractors, personnel) with diverse backgrounds (e.g., age, cultural differences, gender) to accomplish work assignments.
17. Use mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
18. Use electronic devices (e.g., cell phone, tablet, computer) to create documents and reports to provide accurate information to Department personnel and other public/private entities, maintain accurate records, and meet program requirements.
19. Communicate effectively verbally to relay accurate information and education regarding fire and life safety in emergency and non-emergency situations.

20. Continuously coordinate and organize tasks based on media needs to get all essential information out to the public as an emergency requires.
21. Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
22. Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
23. Successfully pass required training (e.g., Public Officer, defensive driving, First Responder/Cardiopulmonary Resuscitation) to be prepared for all assigned job duties.
24. Analyze situations (e.g., emergencies, inspections, media events) and make sound decisions to ensure appropriate and effective action.
25. Address and resolve conflicts to meet demands of the job while dealing with various issues that may arise (e.g., inspections, emergencies, enforcement).
26. Work in close proximity with others to carry out assigned duties.
27. Be flexible with hours and change focus/priorities at short notice to accommodate the needs of the job.
28. Recognize audience type (e.g., children, public, personnel) and deliver suitable message to convey necessary information and achieve understanding.
29. Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
30. Understand and employ good fire and life safety practices to protect self and others.
31. Adapt to new ideas and changes to meet challenges (e.g., policies/procedures, problem solving, political issues) of the job.
32. Physically perform duties of the position (e.g., hiking, bending, lifting) to accomplish required job assignments.
33. Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
34. Operate electronic devices (e.g., cell phone, Global Positioning System, tablets) to facilitate job assignments (e.g., projects, inspections, incidents).
35. Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
36. Successfully pass Department physical examination and/or meet Respiratory Protection Program requirements.
37. Navigate (e.g., maps, Global Positioning Systems, computer software) to locate specific job destinations (e.g., inspection sites, property with no physical address, industrial buildings) and plan a route to arrive at job assignments.
38. Interpret, explain, and enforce codes, rules, and Department policies and procedures to successfully convey information to the public and personnel.
39. Effectively organize and manage time to accomplish the completion of multiple assignments, deadlines, projects, and goals.

40. Independently conduct and schedule inspections and meetings to plan time for consulting with the public and allied agencies.
41. Be a leader to coordinate group activities (e.g., Volunteers in Prevention [VIP] Program, students, media).
42. Educate and/or train others (e.g., personnel, volunteers, the public) to provide knowledge and understanding of fire and life safety information within the Department and to the public.
43. Operate a variety of recording equipment (e.g., computer, camera, audio/visual systems, voice recorder) for successful job performance.
44. Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.

VETERANS' PREFERENCE

Veterans' Preference will be granted for 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CAL HR Veterans Information](#) , and the [Department of Veterans Affairs](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 214-9896
CALFIREexams@fire.ca.gov

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)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

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 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 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.

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.

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.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.