

REVISED EXAMINATION ANNOUNCEMENT

August 3, 2020

EXAM TITLE: ARSON AND BOMB INVESTIGATOR
EXAM CODE: OFS13
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **AUGUST 21, 2020***

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

*The final filing date has been extended to **AUGUST 21, 2020**. Applications postmarked after AUGUST 21, 2020 will **NOT** be considered for this examination.

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.



ARSON AND BOMB INVESTIGATOR

Exam Code: OFS13

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: 07/10/2020
FINAL FILING DATE: 08/21/2020
EXAM TYPE: OPEN
SALARY: \$6,229.00 - \$8,025.00
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 **August 21, 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 OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court,
West Sacramento, CA 95605
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **August 21, 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.*

It is anticipated interviews will be held in **September/ October 2020**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Arson and Bomb Investigator](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

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

MINIMUM QUALIFICATIONS

"Either" I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant, Range B

"Or" II

Three years of experience in a public agency performing fire prevention work, two years of which shall have been in investigation of fire for cause and origin. Experience gained at the Office of the State Fire Marshal must be applied under Pattern I.

"Or" III

Three years of law enforcement experience in a police department, sheriff's office, or district attorney's office, two years of which shall have been in the investigation of fires and explosions suspected of being of incendiary origin.

ADDITIONAL DESIRABLE QUALIFICATIONS

Aptitude for investigative work; willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays and holidays; may be on 24-hour call; alertness and keenness of observations; good memory for details, names, faces, places, and incidents; willingness to associate with criminals, suspects, and work in high crime environments; possession of a valid California driver's license and good driving record, applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment; physical agility; emotional and psychological stability; normal hearing.

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

The Arson and Bomb Investigator series describes work concerned with the investigation of suspected arson or bombings, and with the detection and apprehension of suspected criminals. Investigators in this series are peace officers.

This is the full journey level investigator. Incumbents work independently or in teams on a variety of cases, specialized arson and explosive training programs or projects; conduct background and internal affairs investigations and do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The stimuli capable of initiating explosives (e.g., friction, impact, shock, static) to prevent accidental injury or death.
2. Types of explosions (e.g., deflagration, detonation, combustion, chemical, mechanical) to recognize them when determining the cause of an incident.
3. Different effects of explosions (e.g., blast pressure, fragmentation, incendiary thermal) to ensure safety.
4. The collection and preservation of evidence to testify in court.
5. Arson motives (e.g., fraud, profit, terrorism) to use as investigative tools.
6. Equipment used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
7. The applications of search and seizure laws (e.g., Fourth and Fifth Amendment to the United States Constitution) to perform legal searches and seizures.
8. Legal grounds for issuance of a search warrant or subpoena to participate in the legal process.

9. Techniques for documenting fire and explosion scenes for investigative purposes.
10. How scientific methods and principles are applied to expert opinion testimony to produce accurate investigative findings and for participation in the legal process.
11. Department organizational hierarchy (e.g., span of control, Incident Command System, National Incident Management System) to operate within the chain of command.
12. Modern English spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete and concise.
13. Fire service and law enforcement terminology in order to communicate with supervisors, coworkers, and the public.
14. Health and safety hazards encountered during the performance of duties to mitigate personal safety risk.
15. Personal protective equipment (e.g., bomb suit, breathing apparatus, turnouts) used to enhance personal safety.
16. State laws and regulations relating to fire and arson to implement effective operations.
17. Federal and State laws, and local ordinances that apply to conducting fire and arson investigations.
18. Fire origin and how it is used to determine the cause of fires at the Certified Fire Investigator level.
19. Burn pattern interpretation in order to determine origin and possible cause of fires at the Certified Fire Investigator level.
20. The ignition process and sources (e.g., electrical sparks, static electricity, friction) to determine fire origin and cause.
21. Fire development and spread to assist in locating origin of the fire.
22. The construction and mechanics of incendiary/explosive devices (e.g., commercial, homemade, military) to understand the potential for damage at the Hazardous Device Technician level.
23. The characteristics of explosives (e.g., deterioration, packaging, state) to understand common circumstances involving explosions.
24. Improvised explosives (e.g., bottlebombs, pipebombs) to understand their functionalities at the Certified Explosives Specialist level.
25. Destructive devices as defined in Penal Code §16460 to understand the danger involved and ensure safety.
26. Post-blast investigation techniques (e.g., searches, collection, reconstruction) to determine if a crime exists and identify possible suspects.
27. Techniques used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
28. Court procedures to provide testimony (e.g., expert witness, hearsay, admissible evidence).
29. Oral communication techniques to give status updates to management, the public, and the media in concise and accurate language.
30. Criminal investigation techniques (e.g., forensic, evidence collection, suspect interrogation) to assist the Office of the District Attorney.

31. Active listening techniques to communicate with others.
32. Customer service techniques for tactful communications with the public and stakeholders.
33. State and Federal laws governing possession and use of explosives and destructive devices to determine legality of their possession and use.
34. Bombing motives (e.g., vandalism, terrorism, civil disorder) to use as investigative tools.
35. Contemporary training, certification processes, and procedures (e.g., Peace Officer Standards and Training Commission, Office of the State Fire Marshal) to acquire all necessary certifications (e.g., intermediate Peace Officer Standards and Training certificate).
36. Basic computer software programs (e.g., Word, PowerPoint, Excel) to electronically compile and analyze data to produce reports.
37. Case report writing techniques for effective written communications using approved formats (e.g., International Association of Arson Investigators, Federal Bureau Investigations, CAL FIRE 10-step).
38. Knowledge of contemporary leadership methods and techniques to ensure compliance with State and Federal laws, and Department policies and procedures.
39. Contemporary instructional methodology and techniques (e.g., visual, auditory, tactile, kinesthetic) to provide training to local, State, and Federal agencies.

Skill to:

1. Don and work in personal protective equipment (e.g., bomb suit, hazardous materials suit, mask, glove, eye protection) to safely operate in high stress situations.
2. Speak to others in English to effectively convey and/or gather information (e.g., field interviews, lawful order, interrogation).
3. Read and comprehend the English language (e.g., Material Safety Data Sheet, technical manuals, warning placards) to interpret information.
4. Produce written correspondence (e.g., investigative report, emails, information bulletin) in English to convey information.
5. Multitask to manage emergency and non-emergency stations.
6. Skill to administer medical care and Basic Life Support to preserve life in accordance with training and certification.
7. Think critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
8. Utilize hand and power tools (e.g., sawzall, shovel, flashlight) to safely clear the scene and gather evidence.
9. Observe the environment (e.g., safety hazards, unsafe structures, threats) to recognize deficiencies and maintain situational awareness.
10. Skill to operate an assigned motor vehicle (e.g., bomb van, bomb truck, sport utilities) through adverse conditions in accordance with applicable State and Federal laws, regulations, and Department policies.

11. Use proper body mechanics (e.g., bending, lifting, twisting) under the Injury and Illness Prevention Program to prevent personal injury.
12. Use communication equipment (e.g., mobile phones, radios, computers) to exchange information and data in emergency and non-emergency situations.
13. Skill to tactfully and diplomatically arbitrate conflicts between individuals with different viewpoints to de-escalate a situation.
14. Skill to utilize Global Positioning Systems, maps, and compasses to locate, map, and travel between incidents.
15. Skill to adapt and stay current with emergent technology (e.g., computers, imaging systems, spectrometry) and changing standards.
16. Utilize computer software (e.g., Microsoft Office, Bomb Arson Tracking System, Accurant) to create graphic visual reports and conduct oral presentations.
17. Utilize office equipment and systems (e.g., filing, photocopying, fax) to perform administrative activities.

Ability to:

1. Ability to operate electronic devices (e.g., cell phone, global positioning system, digital cameras, laptops) to obtain information and perform job assignments.
2. Ability to select the appropriate tool or tools (e.g., sawzall, shovel, flashlight) to perform a specific job task.
3. Ability to qualify as an expert witness at trials and hearings relating to fire and explosions to participate in the legal process.
4. Ability to discern what information is appropriate for media release in response to media requests to ensure the protection of confidential information while providing accurate accounts.
5. Ability to implement the applicable safety practices, policies, and procedures for workplace safety and protection.
6. Ability to obtain and maintain required certifications (e.g., Hazardous Devices Technician certification, Certified Explosive Specialist, Intermediate Peace Officer Standard Training certification) to comply with Department policies and procedures.
7. Ability to work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to safely conduct operations.
8. Ability to accurately document fire and bomb scenes to complete required reports.
9. Ability to interrogate suspects to obtain information pertaining to an investigation.
10. Ability to interview witnesses to obtain information pertaining to an investigation.
11. Ability to function as a lead fire investigator to ensure safety and accountability of the investigative team.

12. Ability to work independently as a fire investigator to develop an unbiased analysis and reach an impartial conclusion.
13. Ability to follow oral and written directions to ensure safety and meet operational needs.
14. Ability to conduct complex and sensitive investigations into criminal and non-criminal acts to maintain confidentiality.
15. Ability to communicate effectively with employees and management to exchange information and accomplish daily activities.
16. Ability to work in a team environment for problem solving and decision making to allocate resources and division of labor.
17. Ability to travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
18. Ability to work long hours when working an investigation and surveillance to accomplish the program mission.
19. Ability to work in emergency situations to safely accomplish the program mission.
20. Ability to comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
21. Ability to collect and preserve evidence (e.g., trace, fire debris, signed documents) for investigative and judicial purposes.
22. Ability to gather and analyze facts to provide investigative support.
23. Ability to organize and conduct fire and explosion investigations to meet the operational needs of the Arson and Bomb Unit.
24. Ability to identify complex problems to analyze the situation, establish priorities, develop a plan, and implement a solution.
25. Ability to manage time and delegate tasks (e.g., investigative planning, resource allocation) to meet operational needs and complete the investigation or assignment.
26. Ability to perform arduous physical activity in all conditions and terrain to prevent injury.
27. Ability to research local, State, and Federal laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet mission objectives.
28. Ability to read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
29. Ability to implement and comply with Department policies and procedures (e.g., 9400 Handbook, Equal Employment Opportunity, Uniform policy).
30. Ability to assess technical and administrative data (e.g., Bomb Arson Tracking System, California Law Enforcement Telecommunications System, intelligence reports) to develop reports, briefings, and other documents.
31. Ability to make physical arrests using proper arrest and control tactics to safely apprehend the suspect.
32. Ability to write an Incident Action Plan to document incident goals and objectives.
33. Ability to establish and maintain the confidence and trust of stakeholders and cooperators in the course of the work to increase communication and resource utilization.

34. Ability to use correct grammar, spelling, syntax, document structure and formatting to communicate a message in writing.
35. Ability to prepare written documents (e.g., affidavits, search warrants, subpoenas) to participate in the legal process.
36. Ability to complete work commitments timely and efficiently to meet operational needs.
37. Ability to organize and conduct meetings with various entities (e.g., allied agencies, task forces, professional organizations) to exchange information and coordinate efforts.

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](#).

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. This felony disqualification applies only to those positions designated as peace officers.

BACKGROUND INVESTIGATION INFORMATION

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

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.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
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) 894-9580, 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.

EXAM BULLETIN – ARSON AND BOMB INVESTIGATOR
EXAM CODE – OFS13 FINAL FILING DATE 08/21/2020

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.