REVISED EXAMINATION ANNOUNCEMENT

January 20, 2021

EXAM TITLE: FIRE CAPTAIN

EXAM CODE: 1FS09

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **FEBRUARY 4, 2021***

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

***The final filing date has been extended to **FEBRUARY 4, 2021.** Applications postmarked after **FEBRUARY 4, 2021** 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.

FIRE CAPTAIN
1FS09

DEPARTMENT(S):	**Department of Forestry & Fire Protection**
OPENING DATE:	**December 21, 2020**
FINAL FILING DATE:	**February 4, 2021**
EXAM TYPE:	**OPEN**
SALARY:	**$4,418.00 - $6,153.00**
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.

SALARY INFORMATION

This classification is eligible for the following pay:

$4,418 - $5,580 Range A Base Salary (paid every month)

$4,849 - $6,153 Range B Base Salary (paid every month)

$2,077 - $2,623 Range A Extended Duty Week Compensation (paid every 4 weeks)

$2,279 - $2,892 Range B Extended Duty Week Compensation (paid every 4 weeks)

In addition to the above pay items, employees are eligible for medical benefits (health, dental, vision) and may be eligible for other pay differentials.

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 **February 4, 2021** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

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

To apply additional overtime (OT), please complete and return the following:

- OT Supplemental Questionnaire If you have any unplanned OT that you would like to be included in your experience, please fill out this form completely and submit with the Examination/Employment Application (STD.678). **(Optional, not required)**

SUBMIT BY MAIL OR IN PERSON:
Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Ashlee Warner)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **February 4, 2021** 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 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:*

ONLINE WRITTEN EXAMINATION

WEIGHTED AT 100%

The examination will be administered in an online format consisting of a set of job-related multiple-choice questions in the following categories:

- Grammar, Punctuation and Spelling
- Fire Prevention and Investigation
- Emergency Operations
- Station Management
- Reading Comprehension
- Understanding and Using Maps
- Arithmetic

Candidates will be provided: CLASSMARKER Test Link

Candidates will need the following: A cell phone, tablet, or computer with access to the internet.

Compatible Web Browsers: Windows, Macintosh, Linux, ChromeOS/Chromebook, Internet Explorer, FireFox, Chrome, Safari, Opera, iPhone, iPad, iTouch and Android

It is anticipated the online written examination will be held in **February/March 2021**.

More information regarding the examination will be sent to the email address provided on your application.

Please ensure we have the correct email information on file

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the FIRE CAPTAIN 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 COMPLETE THE ONLINE EXAMINATION WILL BE DISQUALIFIED.

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

Experience: Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) and successful completion of the corresponding California Fire Fighter Joint Apprenticeship Committee Program. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment.) **OR**

Experience: Thirty-six months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer with an appointment to the class prior to the initiation of the California Fire Fighter Joint Apprenticeship Committee Program on July 1, 1983. **OR**

Experience: Applicants who gained employment with the California Department of Forestry and Fire Protection by Board Resolution may compete if they have thirty-six months of full-time experience as a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey-level status. [Experience with the California Department of Forestry and Fire Protection may be combined with prior Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) experience to meet this requirement.] (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey-level status.)

OR II

Experience: Forty-eight months of full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic). (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

OR III

Experience: Twenty-four months of experience as a full-time paid Company Officer leading an engine company (or equivalent) at a level of responsibility equivalent to that of a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

OR IV

Experience: Forty-eight months of experience as a full-time paid employee of a fire department supervising or leading a hand crew, such as an Incident Command System Type 1 or 2 Crew, at a level of responsibility equivalent to that of a Fire Captain. (Applicants who are within six months of satisfying the experience requirement will be admitted to the examination but must complete the experience requirement prior to appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

- Demonstrated good judgment in emergency situations
- Emotional stability
- Demonstrated leadership ability
- High standards of morals and speech
- Satisfactory record as a law-abiding citizen
- Sympathetic understanding of inmate rehabilitation programs
- Visual acuity
- Color vision
- Hearing adequate to successfully perform the job
- Normal use of both hands and both feet
- Physical strength and agility
- And no more than mildly susceptible to poison oak

Willingness to:

- Live and work in isolated areas away from population centers and to work on weekends and holidays.
- Remain on duty 24 hours a day as required.

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

Under direction, to supervise the work of an engine company(ies) and hand crew(s); with other Fire Captains share in the management of a fire station including the maintenance of emergency apparatus and equipment; or to perform full-time duties in one of the following specialty assignments: (1) peace officer/fire prevention duties within a unit; (2) serve as a dispatcher; (3) serve as an assistant air attack program coordinator; (4) serve as a helitack captain; (5) supervise crews in conservation camps and fire centers and operate crew-carrying vehicles and fire apparatus; or (6) serve as an instructor at the Fire Academy and other training assignments; and to do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The wildland firefighting safety rules of engagement for safe operations.
2. Factors affecting wildland fire behavior to ensure safe and effective operations.
3. Strategies and tactics used to safely and effectively suppress various types of fires.
4. Principles, practices and procedures of fire suppression to safely and effectively mitigate an incident.
5. Basic fire behavior to identify the most effective extinguishing methods.
6. Emergency scene safety practices to ensure the safety of the public and emergency response personnel.
7. Accepted command systems for proper incident organization and structure.
8. Life hazard notification policies to ensure firefighter safety.
9. Fire tools and equipment to ensure proper use and maintenance.
10. Principles and practices of emergency medical procedures safely respond and render medical aid.
11. Safe work practices to provide a safe work environment for employees and the public.
12. Incident accountability techniques to ensure firefighter safety.
13. The use, care, and inspection of safety gear to ensure compliance with safety rules and regulations.
14. Rescue, Exposure, Confinement, Extinguishment, Overhaul (RECEO) with salvage and ventilation activities to mitigate an incident.
15. Patient assessment to effectively treat patients.
16. Fire apparatus and their capabilities for appropriate utilization.
17. Leadership principles and management practices to effectively lead subordinates.
18. Basic vehicle maintenance and repair to ensure safety compliance.
19. Rapid intervention crew/team tactics for firefighter safety and rescue.

20. Weather observation tools and techniques to use on site to obtain location specific weather information.
21. Reference materials to ensure firefighter safety and survival.
22. Mission, values, and goals of Department of Forestry and Fire Protection (CAL FIRE).
23. Firing methods, techniques and equipment for fire activities for safe and effective fire operations.
24. Principles of effectively directing and training personnel in fire protection, emergencies and conservation efforts to effectively care out the department's mission.
25. Airway adjuncts and techniques used on patients during medical emergencies.
26. Patient triage procedures and techniques to ensure appropriate treatment.
27. Standard response plans for appropriate response to an incident.
28. Mobile communication devices to effectively communicate.
29. Rescue/extrication equipment to safely and effectively remove entrapped victims
30. Chainsaw operations to ensure like safety and compliance with Department chainsaw policy.
31. Hazardous material incident operations to analyze the situation and determine the appropriate actions to safely minimize and mitigate an incident.
32. Rescue/extrication techniques to safely and effectively remove entrapped victims.
33. Department's safety programs to maintain a safe and healthy workforce.
34. Fire hose to ensure operational readiness and firefighter safety.
35. Basic human anatomy for effective treatment of patients during medical emergencies.
36. Tactics and techniques used in air operations to assist in fire suppression activities.
37. The maintenance and operation of Department mobile equipment to ensure safe and effective utilization.
38. Building construction to determine appropriate fire suppression tactics and ensure firefighter safety.
39. Extinguishing agents and their appropriate application during fire suppression.
40. Fire service ladders to ensure operational readiness and firefighter safety.
41. Navigational aids to accurately orient yourself and others to the land.
42. Hazardous material incident operations to analyze the situation and determine the appropriate actions to safely minimize and mitigate an incident.
43. Decontamination techniques used to minimize the spread of communicable diseases following an incident.
44. Incident types and dispatch priorities to assign resources in the appropriate sequence.
45. Progressive discipline practices to motivate employees to develop a safe and effective workforce.
46. Fire ground hydraulics to provide safe and effective water use.
47. Ropes and related equipment and their proper use and maintenance for effective use.

48. The state-wide radio call plan to effectively communicate with the Emergency Command Center and other emergency responders.
49. The department's and its cooperating agencies' communications systems to allow effective communications between agencies.
50. Training techniques to effectively train personnel.
51. Equal Employment Opportunity policies in the workplace to ensure compliance with federal and state laws.
52. Proper spelling, grammar, punctuation, and writing techniques to ensure that written materials are complete, concise, and error-free.
53. Specialized rescue procedures to safely remove victims from hazardous situations.
54. Aircraft capabilities for safe and effective air operations.
55. Direct protection areas to accurately and adequality to suppress and manage incidents.
56. The various fire cause classifications for statistical and investigative purposes.
57. Agency responsibility as it relates to fiscal accountability
58. Safe food handling practices and techniques to ensure health and well-being of personnel to avoid food borne pathogens.
59. Federal, state, and local regulations affecting emergency plans to ensure personnel are in compliance during emergency operations.
60. Purchasing procedures to maintain operational readiness.
61. Department and unit level computer programs necessary to complete job related tasks.
62. Helicopters and helitack equipment capabilities for use in air operations.
63. Internet to obtain information needed to receive and distribute to field personnel.
64. Occupational Safety and Health Administration policies to ensure Department compliance.
65. Helicopter and helitack safety procedures to ensure the safety of personnel.
66. Fire protections systems for preplanning and fire suppression.
67. Fire prevention principles and practices to prevent fires and provide fire safety.
68. Critical Incident Stress Management (CISM) system to provide for employee health and wellness.
69. Facilities to ensure proper maintenance and operational readiness
70. Proper evidence handling and preservation techniques as part of the investigation process to ensure compliance with state laws.
71. Fire prevention laws and ordinances to ensure compliance and life safety.
72. Various Department finance policies to maintain fiscal accountability.

Skill to:

1. Drive and safely operate emergency equipment through adverse conditions
2. Lead and/or be part of a team.
3. Use appropriate personal protective equipment to ensure personal safety.
4. Multitask in emergency and non-emergency situations.
5. Read and interpret road maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence.

6. Deal with aftermath of burn injuries, all range of issues that can go wrong in an emergency
7. Operate resuscitator and/or bag valve mask to induvial having difficulty breathing or suffering respiratory arrest.
8. Operate hoses and/or fire extinguishers to suppress and extinguish fire.
9. Use communication equipment effectively.
10. Construct a fire line to limit fire spread in various fuel types and conditions.
11. Operate firefighting equipment including chainsaws, ropes and hardware, and small gasoline engines.
12. Manage time, managing one's own time and the time of others.

13. Use hand tools, power tools, and specialized equipment in a safe and effective manner.
14. Use extrication tools and equipment to rescue pinned or trapped victims.
15. Tie knots to prepare victims, personnel or equipment for movement and rescue.
16. Read and effectively interpret small-scale maps and information from a computer screen to determine locations and provide directions.
17. Troubleshoot problematic equipment
18. Perform low or high angle rescue in order to bring lost or injured victims to safety.

Ability to:

1. Recognize the characteristics of extreme fire behavior to ensure firefighter safety.
2. Maintain situational awareness during stressful situations.
3. Think clearly and remain in control during stressful circumstances and emergency operations.
4. Be dependable, reliable, responsible, and fulfill obligations.
5. Analyze emergency situations and react quickly, calmly, and effectively, giving due regard to hazards and circumstances.
6. Take initiative, act decisively and assertively.
7. Be part of a team and work in cooperation with others on the job and display a cooperative attitude.
8. Recognize life safety hazards and make proper decisions to mitigate these hazards.
9. Engage in strenuous physical activity, which under emergency situations may require long working hours under emotional stress.
10. Operate mobile equipment.
11. Take command and remain in command of an emergency situation under stress.
12. Give appropriate fire-ground and emergency scene commands.
13. Develop and maintain constructive and cooperative working relationships.
14. Administer cardiovascular pulmonary resuscitation in medical emergencies.
15. Lead and direct personnel during all risk emergencies within the area of influence of state and county resources.

16. Handle stress, accepting criticism and dealing calmly and effectively with high stress situations.
17. Function as a positive role model for subordinate personnel, leading by example, maintaining open lines of communication, and providing a work environment which builds a safe effective team.
18. Hike on steep, uneven terrain while carrying equipment in all weather conditions.
19. Perform job duties in extreme temperature and weather.
20. Work as a member of a team to reach a common goal and/or objective.
21. Adequately administer emergency medical care to ill or injured persons.
22. Adhere to the departments code of conduct.
23. Effectively lead, motivate and direct individuals.
24. Perform job duties for extended periods of time without rest.
25. Lead a fire suppression crew during emergency incidents and work projects.
26. Implement, evaluate and modify tactical plans during an emergency incident.
27. Operate automatic external defibrillator to asses and treat patients.
28. Administer oxygen to ill or injured patients in medical emergencies.
29. Participate in physical fitness programs and comply with department medical and fitness requirements.
30. Use critical thinking to identify the strengths and weaknesses of alternative solutions to problems.
31. Safely use and maintain firefighting tools and equipment.
32. Create and maintain a healthy work environment that is free of discrimination and harassment.
33. Assess nature and extent of fire, condition of building, danger to adjacent building, and water supply status to determine crew or company requirements.
34. Effectively communicate both orally and in writing.
35. Read and interpret road maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence.
36. Lead and direct personnel activities and daily operations.
37. Effectively plan and mitigate a wide variety of emergency or non-emergency situations.
38. Use communication devices.
39. Analyze and evaluate problems related to projects, facility management, and emergency incidents.
40. Analyze information and use logic to address work-related issues and problems.
41. Assign, direct, track, and evaluate operational resources and their effectiveness.
42. Manage emergency incidents in a manner consistent with law, policy, various agency agreements, and establish procedures.
43. Safely lift, carry and transport patients using the proper techniques and devices.
44. Manage time effectively, multitask, and prioritize assignments in order to meet objectives.
45. Operate radios, telephones and different types of computer equipment.

46. Safely coordinate operations with air and ground resources to maximize effective use.
47. Use various firing tools and devices.
48. Resolve interpersonal problems or conflicts between personnel in order to maintain and improve working and living relationships.
49. Drag, maneuver, position, carry and operate various size of fire hose.
50. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and bystanders at an incident.
51. Provide organizational leadership to various personnel.
52. Respond to and direct the route to be taken to emergency calls.
53. Provide training and development to firefighters and other personnel on firefighting, medical care, and recue activities.
54. Instruct others for general educational purposes.
55. Carry, maneuver, raise, and lower various types of ladders.
56. Tie knots and hitches to facilitate rescues, secure items and complete projects.
57. Prioritize, schedule and assign employee work assignments in order to accomplish daily duties and activities.
58. Prepare clear and concise reports.
59. Develop written documentation to ensure accurate and complete information.
60. Lead and direct the care and maintenance of facility, apparatus, and grounds.
61. Determine the need for critical incident stress debriefings and implement procedures as appropriate.
62. Solve general mathematical problems.
63. Demonstrate, develop, and implement occupational injury and illness programs.
64. Edit written materials to ensure the accuracy and completeness of information presented.
65. Maintain logs and other periodic and activity reports.
66. Maintain files of information relating to emergency calls
67. Perform preventative maintenance and minor repairs on mobile equipment.
68. Locate and determine the origin and cause of fires.
69. Conduct classroom and field training including the preparation of lesson plans and the evaluation of student performance.
70. Use computer software.
71. Question callers to determine their locations, the nature of their problems and determine the type of response needed with accuracy.
72. Perform general building and grounds maintenance and repairs.
73. Direct a crew of inmates or wards to accomplish a specified task or meet objectives.
74. Conduct and document defensible space inspections.
75. Accurately multi-task and prioritize job duties of answering 911 and non-emergency phone calls, use radio communications to dispatch resources in the field, listen to co-workers that have pertinent information regarding the incident, and other distractions that may occur.
76. Make presentations to the public and other stakeholders.

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 (CalVet).

SPECIAL REQUIREMENTS - FOR PEACE OFFICER POSITIONS ONLY

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.

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.

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.

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.