BATTALION CHIEF
Exam Code: 9FS22

DEPARTMENT(S):
Department of Forestry & Fire Protection

OPENING DATE:
November 20, 2019

FINAL FILING DATE:
December 20, 2019

EXAM TYPE:
Department Promotional

SALARY:
$5,147.00 - $6,509.00

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 workplace. 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:

$5147 - $6509 Base Salary (paid every month)
$2419 - $3060 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 experience requirements by the final filing date of December 20, 2019, unless otherwise noted on the class specification.

Applicants who meet the minimum qualifications must meet one of the following requirements to apply on a promotional basis:

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of their exam date, in order to participate in this examination; or
2. Applicants must have been employed with the department within the last three years, without a break in State civil service; or
3. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in the Government Code Section 18992; or
5. Must be a person retired from the United States military, honorably discharged from active duty as defined in Government Code Section 18991.

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.

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
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Elena Villegas)

EXAM BULLETIN – BATTALION CHIEF
EXAM CODE – 9FS22 FINAL FILING DATE 12/20/2019
DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, December 20, 2019, 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 January/February 2020.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the Battalion Chief 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

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

Three years of experience in the California state service performing the duties of a Fire Captain or Fire Captain (Paramedic). [Applicants who gained employment with CAL FIRE by Board Resolution may compete if they have three years of full-time experience as a Fire Captain or Fire Captain (Paramedic). Experience with CAL FIRE may be combined with prior Fire Captain or Fire Captain (Paramedic) experience to meet this requirement.]
OR II

Five years of experience in the California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of Basic Fire Control training which includes the Fire Fighter Academy and Company Officer Academy.

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for 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

All applicants must meet the education and/or experience requirements for this examination by December 20, 2019, the final filing date.

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 first working supervisory level. Under direction, Battalion Chiefs perform as subunit managers and direct personnel in the implementation of various departmental programs (e.g., training, safety, emergency command center, fire prevention, air operations, camps, fire stations); or perform staff and support functions of comparable difficulty and responsibility as either unit or Academy training officers, fire protection planning and/or prevention officers, local government fire marshals, or as region command center officers. In a headquarters or region assignment, a Battalion Chief provides staff support to a higher-level manager who has responsibility for a major Department program. Responsibilities may include conducting arson and preliminary fire investigations, public information activities, and relief field battalion coverage.
KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The Department's mission, vision, and value statements to carry out the daily activities of the California Department of Forestry and Fire Protection (CAL FIRE).
2. The Department’s chain of command to ensure effective operation within the department.
3. The Department’s organizational structure to work effectively within the organization.
4. Policies to correctly apply them to the given situation to support the Department’s objectives.
5. Basic techniques and methods of team building and leadership to maintain a positive work environment.
6. Conflict resolution techniques to address and deal with conflicts and issues within the workplace.
7. Interagency relationships within Department programs to maintain effective cooperative relationships.
8. Cooperative agreements to ensure effective operation.
9. The Firefighters Bill of Rights, Peace Officer Bill of Rights Act, and Memorandum of Understanding (MOU) to ensure that employee rights are protected in accordance with State law.
10. Fire protection organization standards to ensure effective operations.
11. Employee Assistance Program and Employee Support Services to offer as a resource to personnel and/or coworkers.
12. The Department Substance Abuse Assistance Program to ensure proper administration.
13. The Department’s safety procedures and programs to ensure personnel safety and compliance with State and Federal law.
14. Department issuance systems to ensure compliance with Department policy.
16. Building construction types to ensure proper fire suppression tactics and firefighter safety.
17. Characteristics of building materials under varying degrees of fire intensity and duration to mitigate and suppress fires.
18. Adverse effects of emergency operations to mitigate damage and comply with Department policies and procedures.
19. Emergency Command Center operations for incident mitigation.
20. Accepted command systems to ensure proper organization and structure.
21. Life hazard notification policies to ensure scene safety.
22. The emergency response guidelines to ensure firefighter safety.
23. Principles and practices of emergency medical procedures to safely respond to and render medical aid.
24. Extinguishing agents to aid in fire suppression.
25. Fire protection and prevention methods used to suppress and prevent various types of fires.
26. Various aspects related to wildland fire behavior to safely and effectively suppress fires.
27. Helicopters and helitack capabilities for use in air support operation to aid in fire suppression and rescue.
28. Investigation techniques, methods, and practices to gather information for fire prevention and/or enforcing fire laws.
29. California Occupational Safety and Health Administration policies and regulations to ensure the health and welfare of employees.
30. Patient assessment to identify proper patient care.
31. The radio call plan to effectively utilize communication devices.
32. Tactics and strategies used in air support operations for fire suppression.
33. The use, care, and inspection of Personal Protective Equipment (PPE) to ensure employee’s health and wellbeing.
34. The Critical Incident Stress Management Program to assist in maintaining staff health and welfare.
35. The proper uses and abilities of air-ambulance and rescue helicopter to ensure patients are provided proper transportation to medical facilities.
36. Strategies and tactics used to suppress various types of fires.
37. Various codes and ordinances relating to land use, life hazard, fire hazard, and risk reduction to ensure compliance.
38. Wildland urban interface strategies and tactics to ensure structure defense.
40. Computer software to maintain accurate records, communicate effectively, and contribute to the Department operations.
41. Department computer programs for personnel reporting to ensure compliance with Department policy.
42. Agency responsibility as it relates to fiscal accountability.
43. Department requisition and purchasing procedures to acquire materials and equipment for facilities, programs, or projects.
44. Rescue/extrication equipment to safely and effectively remove entrapped victims.
45. Rescue/extrication techniques to safely and effectively remove entrapped victims.
46. Basic Life Support and Advanced Life Support airway adjuncts and techniques used on patients during medical and traumatic emergencies.
47. Basic Life Support and Advanced Life Support standards to ensure proper patient care.
48. Navigational aids for assistance in navigation and mapmaking.
49. Department Health and Fitness Policy to ensure compliance and promote the health and welfare of employees.
50. Fire hazard reduction methods to mitigate and suppress fires.
51. Fire protection and prevention methods used to suppress and prevent various types of fires.
52. Fire protection systems for preplanning and fire suppression.
53. Firing methods, techniques, and equipment for fire prevention, suppression, and mitigation.
54. Fixed wing safety procedures to ensure crew safety during air operations.
55. Hazardous material incident command structures to safely mitigate the incident.
56. Hazardous material incident operations to identify and recognize the appropriate response.
57. Helicopter and helitack safety procedures to ensure crew safety during air operations.
58. Helicopters and helitack equipment for use in air support operations for fire suppression.
59. Investigation techniques, methods and practices to gather information for fire prevention and/or enforcing fire laws.
60. Lookouts, Communication, Escape routes, and Safety zones for wildland firefighting safety.
61. Mobile communication devices to effectively communicate with staff, stakeholders, agencies, and public and private entities.
62. Knowledge of patient vital signs and symptoms to identify proper patient care.
63. Project management techniques to ensure the progress and completion of work assignments and tasks conform to the overall project and organizational objectives.
64. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
65. Rapid intervention crew tactics for firefighter safety and rescue.
66. Rescue, Exposure, Confinement, Extinguishment, Overhaul with salvage and ventilation procedures to effectively mitigate the situation.
67. Safety precautions to provide protection from communicable diseases.
68. Specialized and technical rescue procedures to mitigate incidents and ensure firefighter safety and survival.
69. Tactics and strategies used in air support operations for fire suppression.
70. The 10 Standard Firefighting Orders and 18 Situations That Shout Watch Out for wildland firefighting safety.
71. The appropriate use and maintenance of firefighting power tools and equipment for fire prevention, suppression, and mitigation.
72. The appropriate use and maintenance of firefighting tools and equipment for fire prevention, suppression, and mitigation.
73. The appropriate use, care, and inspection of personnel protective equipment to ensure firefighter safety and survival.
74. The emergency response guides to ensure firefighter safety.
75. The inspection, maintenance, and safe operation of department mobile equipment.
76. The strategies and tactics used to suppress various types of fires.
77. Various local, State and Federal laws, codes, and ordinances relating to land use, life hazard, fire hazard and risk reduction to ensure compliance.

Skill to:

1. Manipulate various tools for safe and effective use.
2. Render basic/advanced medical aid to stabilize patients.
3. Use navigation tools for assistance in navigation and mapmaking.
4. Safely drive and operate emergency equipment through adverse conditions.
5. Use communication equipment for effective communication in emergency and non-emergency situations.
6. Multi-task during emergency and non-emergency situations.
7. Speak to others in English to effectively convey information at the high school graduate level.
8. Produce written correspondence in English at the high school graduate level to effectively convey information.
9. Read and comprehend information at the high school graduate level to effectively interpret information.
10. Communicate effectively with the public to receive and convey information at the level equivalent to a high school graduate level.
11. Operate Self Contained Breathing Apparatus equipment for effective operation and use.
12. Perform arduous physical activity while carrying equipment in all conditions and terrain for effective job performance.
13. Perform a task using manual dexterity in order to utilize tools and equipment in an emergency and non-emergency situations.
14. Operate medical devices to render medical aid.
15. Don appropriate fire and safety gear to provide for firefighter safety according to Department policy.

Ability to:

1. Direct and evaluate operational resources to safely and successfully mitigate incidents and ensure firefighter safety.
2. Differentiate fact from non-fact in order to make the correct informed decisions to ensure the best incident outcome.
3. Read and comprehend various pieces of written material to complete and variety of assignments.
4. Analyze situations and data to determine the most appropriate course of actions to mitigate incidents or problems.
5. Safely coordinate operations on the ground with air resources to maximize available resources and ensure safe operations.
6. Communicate ideas and information verbally to staff, stakeholders, agencies, and public and private entities.
7. Consult with staff, stakeholders, agencies, and public and private entities about issues and/or projects via telephone, email, and in person.
8. Explain complicated information in simple, understandable language to ensure comprehension from a variety of audiences.
9. Maintain confidentiality to ensure compliance with applicable laws and regulations.
10. Present ideas and information effectively to various entities in order to communicate and meet operational needs.
11. Listen to ensure optimal comprehension of information, ideas, or directives.
12. Perform regular and/or relief field Battalion coverage to manage day-to-day operations and all-risk emergency incidents.
13. Command emergency incidents in compliance with law, policy, agency agreements, and established procedures.
14. Demonstrate leadership under unusually stressful conditions in both emergency and non-emergency situations.
15. Solve problems by planning, staffing, and reviewing that emergency and non-emergency objectives are met.
16. Administer emergency medical treatment to sick and injured patients.
17. Safely drive and operate emergency equipment through adverse conditions.
18. Prepare clear and concise reports to comply with Department policy.
19. Read and comprehend reference manuals and training materials for a variety of work assignments.
20. Learn new information techniques and skills quickly and retain the information for extended periods of time.
21. Apply training and experience in emergency and non-emergency situations.
22. Operate a variety of electronic equipment to accomplish job duties and ensure effective job performance.
23. Use computer software to complete reports and presentations, create documents, conduct research, and communicate appropriately with others.
24. Identify problems and issues which impact the progress of work projects or assignments.
25. Effectively manage time with multiple assignments and deadlines to ensure timely completion.
26. Establish and maintain priorities in order to complete projects and assignments on time and within budgetary constraints.
27. Adapt to changing priorities, work assignments, and other interactions that may impact pre-established courses of action.
28. Work independently on projects or assignments with minimal to no supervision.
29. Read and comprehend written materials in order to apply information and determine appropriate courses of action.
30. Edit written materials to ensure accuracy and completeness.
31. Communicate ideas and information in writing to staff, stakeholders, agencies, and public and private entities.
32. Work as a member of a team to reach a common goal or objective.
33. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and/or spectators at an incident.
34. Make presentations on a variety of topics to communicate and educate a variety of audiences.
35. Establish and maintain cooperative relationships with Department staff and the public to meet the mission of the Department.
36. Use tact and diplomacy when working with people with different ideas and backgrounds.
37. Maintain a healthy work environment that is free of discrimination and harassment.
38. Resolve interpersonal problems or conflicts in order to maintain and improve the work environment.
39. Perform various duties for extended periods of time without rest.
40. Perform required duties in extreme environments to ensure safety.
41. Safely drive a variety of vehicles in adverse weather conditions and terrain.
42. Use and maintain firefighting tools and equipment to ensure operational readiness.
43. Perform mathematical calculations to prepare various reports and logs.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 445-7824
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.

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 Cal Careers.

EXAM BULLETIN – BATTALION CHIEF
EXAM CODE – 9FS22 FINAL FILING DATE 12/20/2019