

**March 3, 2022**

**CALIFORNIA DEPARTMENT OF CORRECTIONS  
AND REHABILITATION**

**NOTICE OF CORRECTION**

**EXAMINATION TITLE:** Fire Chief, Correctional Facility

**EXAMINATION CODE:** 1CE15

**FINAL FILING DATE:** March 25, 2022

This is to announce a correction to the test dates for the Qualifications Appraisal Interviews.

The Qualifications Appraisal Interviews will be held during **May/June 2022**. Interviews will not be held during **March/April 2022**.

**PLEASE SEE BELOW FOR THE EXAMINATION BULLETIN**



## FIRE CHIEF, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination  
Examination Code: 1CE15  
Final Filing Date: March 25, 2022

### EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

### DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

### TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR).

### CLASSIFICATION DETAILS

#### Salary Range:

\$7,830.00 - \$9,856.00 per month

View the [classification specification](#) for the Fire Chief, Correctional Facility classification.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

### HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** [Criminal Record Supplemental Questionnaire](#)

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

**For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (STD. 678).**

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes

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available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Criminal Record Supplemental Questionnaires are available at CDCR's internet website at [CDCR Career Opportunities](#) or in person at the street address listed above.

**NOTE:** Only applications with an original signature will be accepted.

**SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Talent Acquisition and Career Services at (916) 322-2545.

**APPLICATION DEADLINES/REQUIREMENTS**

**March 25, 2022** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

**TEST DATE**

It is anticipated that Qualifications Appraisal Interviews will be held during March/April 2022.

**MINIMUM QUALIFICATIONS**

**Either 1**

One year of experience performing the duties of a Fire Fighter, Correctional Institution, in the Department of Corrections.

**Or 2**

Three years of experience performing the duties of an Institution Fire Fighter (Part Time) in the Department of Corrections.

**Or 3**

Experience: Two years of experience in structural fire fighting. **and**

Education: Equivalent to completion of the twelfth grade.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**SPECIAL PERSONAL CHARACTERISTICS**

Sympathetic and objective understanding of prison inmates; leadership ability; tact; courage; alertness; willingness to work at night and to report for duty whenever emergencies arise; normal hearing; sound physical condition; strength; endurance and agility.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

Possession of a certificate issued by the California State Board of Fire Services as a Certified Fire Officer or the equivalent college course work in Fire Science.

**POSITION DESCRIPTION AND LOCATION(S)**

A **Fire Chief, Correctional Facility**, under the direction of the Warden, to plan, organize and direct all fire prevention, fire suppression, fire education and training program activities of a correctional facility; to plan, organize and supervise a hazardous materials program that includes storage, use control and disposal of all hazardous substances, ensuring compliance with Federal, State and local regulations by the correctional facility; may participate in the incident command system; monitoring, projecting, and forecasting all fire department expenditures; to supervise employees and inmates in said activities; to promote acceptable attitudes and behavior of inmates under supervision; and to do other related work.

Position(s) statewide with CDCR.

## **EXAMINATION PLAN**

This examination will consist of a Qualifications Appraisal Interview only. The interview may be conducted via a computer-based video/voice chat telecommunications application, such as Microsoft Teams or Skype. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

### **Qualifications Appraisal Interview -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. Use and upkeep of motorized fire-fighting equipment.
2. Modern fire-fighting methods, tools, and equipment.
3. Methods used in protecting property against fire and panic.
4. Penal practices and purposes and methods of discipline as applied to persons under restraint.
5. First aid.
6. Rules and regulations pertaining to fire prevention and fire safety in State institutions.
7. Department's Equal Employment Opportunity (EEO) Program and the objectives.
8. A manager's role in the EEO Program and the processes available to meet EEO objectives.

**Ability to:**

1. Supervise the work of others.
2. Control, direct, and instruct inmates individually and in groups.
3. Organize, train, and direct an institution fire department in fire prevention, fire suppression and rescue work.
4. Interpret and enforce institution rules and regulations with firmness, tact, and impartiality.
5. Rate the conduct and production of inmates accurately and impartially.
6. Analyze situations and take effective action.
7. Prepare cost and damage estimates.
8. Prepare budget recommendations.
9. Review construction plans for conformance with safety principles.
10. Keep records and prepare reports.
11. Effectively contribute to the department's Equal Employment Opportunity (EEO) action objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Fire Chief, CF is available on the CDCR website at: [CDCR Job Analysis](#).

## **ELIGIBLE LIST INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Fire Chief, CF examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

## **VETERANS' PREFERENCE/CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

## **SPECIAL REQUIREMENTS**

**Firearm Requirement:** Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

**Felony Disqualification:** Any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction is not eligible to compete for, or be appointed to, positions in the class.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

**Background Investigation:** If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (STD. 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

**Age Limitation - minimum age for appointment:** 21 years. (Applicants must state their birth date on the Examination Application.)

**Citizenship Requirement:** Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**Drug Testing Requirement:** Applicants for positions in this classification are required to pass a drug screening test. An applicant's experimental use of marijuana or other drugs may not be a disqualifying factor. Illegal drug activity will be evaluated to determine suitability for employment as a peace officer, based on how recent, how frequent and the specific circumstances. The drug screening test will be waived for CDCR's employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

**Pre-Employment Medical Examinations:** Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

**Training Requirement:** Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**High School Equivalence for Peace Officer Classifications:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

Pursuant to Penal Code Section 6065, prior to training any peace officer who is selected to conduct internal affairs investigations, the Department shall conduct a complete and thorough background check. This background check shall be in addition to the original background screening that was conducted when the person was hired as a peace officer. Each person shall satisfactorily pass the second background check. Any person who has been the subject of a sustained, serious disciplinary action, including, but not limited to, termination, suspension, or demotion, shall not pass the background check.

#### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### **GENERAL INFORMATION**

**It is the candidate's responsibility** to contact CDCR's Talent Acquisition and Career Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available** at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

**The Department of Corrections and Rehabilitation** 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 applicants will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with

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the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

**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) servicewide 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.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**TALENT ACQUISITION AND CAREER SERVICES**  
**EXAMINATION SERVICES UNIT**

**1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811**

**EMAIL: [ExamHelpDesk@cdcr.ca.gov](mailto:ExamHelpDesk@cdcr.ca.gov)**

**PHONE: (916) 322-2545**

Telecommunications Relay Service: 711

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