



# INTRODUCTIONS \*\*\*

"R.V.E.T.S. is CAL FIRE's grassroots effort to assist veterans, service members, and their families with integration and transition into service with the Department."

CAL FIRE'S MISSION IS TO SERVE AND SAFEGUARD THE PUBLIC AND PROTECT THE PROPERTY AND RESOURCES OF CALIFORNIA.



### **ABOUT US**

- CAL FIRE is an emergency response and resource protection Department with more than 8,000 fire professionals, foresters, and administrative employees, along with thousands of volunteers, inmates, and wards, responsible for protecting over 31 million acres of California's privately-owned wildlands
- CAL FIRE provides varied emergency services in 36 of the State's
   58 counties via contracts with local governments
- CAL FIRE spans the entire State and is comprised of 21 operational units, two region operation centers, two region headquarters, Sacramento headquarters, Office of the State Fire Marshal satellite locations, stations, camps, forests, air attack and helitak bases, and more





CAL FIRE is an equal opportunity employer, providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

CAL FIRE offers well-paying careers and opportunities for advancement.

### CAL FIRE CAREERS

CAL FIRE utilizes over 170 civil service classifications and employs 13 different bargaining units.

- Administration [e.g., Accounting Administrators, Staff Services Analysts (General), Associate Governmental Program Analysts, Staff Services Managers]
- Aviation (e.g., Forestry Fire Pilots, Aviation Officers)
- Engineering (e.g., Mechanical Engineers, Civil Engineers)
- Law Enforcement (e.g., Deputy State Fire Marshals, Arson and Bomb Investigators)
- Resource Management (e.g., Registered Professional Foresters, Environmental Scientists, Archaeologists)
- Technology (e.g., Programmers, Information Analysts, Geographic Information Systems Analysts, Telecommunication Analysts)
- And, much more—check out career opportunities at <a href="www.fire.ca.gov/careers/">www.fire.ca.gov/careers/</a>

### FIRE FIGHTING

According to the Department's Equal Employment Opportunity program, approximately 85% of the Department's staffing is comprised of uniformed personnel in the primary fire suppression classifications provided below:



- Fire Fighter I
- Fire Fighter II
- Fire Fighter II (Paramedic)
- Fire Apparatus Engineer
- Fire Apparatus Engineer (Paramedic)
- Fire Captain
- Fire Captain (Paramedic)

# CAREER PATHS



### FIRE SUPPRESSION

- Fire Fighter I Seasonal, non-testing
  - √ \$3,273 \$4,137 Base Salary (paid every month)
  - ✓ \$1,625 \$2,055 Extended Duty Week Compensation (paid every 4 weeks)
- Fire Fighter II
  - √ \$3,548 \$4,484 Base Salary (paid every month)
  - ✓ \$1,762 \$2,227 Extended Duty Week Compensation (paid every 4 weeks)
- Fire Apparatus Engineer
  - √ \$4,132 \$4,974 Base Salary (paid every month)
  - ✓ \$2,052 \$2,470 Extended Duty Week Compensation (paid every 4 weeks)
- Fire Captain
  - √ \$4,418 \$5,580 Range A Base Salary (paid every month) | \$2,194 \$2,771 Range A Extended Duty Week Compensation (paid every 4 weeks)
  - √ \$4,849 \$6,153 Range B Base Salary (paid every month) | \$2,408 \$3,056 Range B
    Extended Duty Week Compensation (paid every 4 weeks)

- Paramedic classifications receive additional pay
- The work week is 72 hours per week, typically over 3-4 days depending on classification and assignment
- Overtime is earned after completion of 288 hours in a 28-day work period

### **FORESTRY**

- Forestry Aide Seasonal, non-testing
  - √ \$3,020 \$3,637 Base Salary (paid every month)
- Forestry Technician
  - √ \$3,346 \$4,227 Base Salary (paid every month)
- Forestry Assistant I
  - √ \$3,827 \$4,836 Base Salary (paid every month)
- Forestry Assistant II
  - √\$4,394 \$5,554 Base Salary (paid every month)
- Forester I
  - √ \$5,590 \$7,070 Base Salary (paid every month)
- The work week is 40 hours per week, typically over 4-5 days depending on classification and assignment
- Overtime is earned after completion of 40 hours in each work week



# Job Posting: Fire Fighter I Department of Forestry & Fire Protection JC-218264 - Fire Fighter I FIRE FIGHTER I 53,273.00 - \$4,137.00 per Month Final Filling Date: 11/30/2020 Application Methods: Electronic (Using your CalCareer Account) By Mail Drop-off Print Job Seve Job

#### Job Description and Duties

Under close supervision, as a temporary employee, to do heavy physical work involved in fire fighting as a member of a fire crew; to assist in building, grounds, and equipment maintenance and repair; and to do other related work.

As a member of a fire crew, receives training in wildland, rural, and structural fire suppression methods and techniques; fights fire as a member of a fire crew using tools and equipment such as a shovel, axe, McLeod, Pulaski, and back pump; cleans trails, cuts brush; assists in building, grounds, and equipment maintenance and repair; inspects, cleans and repairs fire hose and equipment, sharpens fire tools, paints equipment and buildings and performs semiskilled or laboring construction work; performs general station housekeeping and kitchen duties.

#### **Working Conditions**

Willingness to live and work in remote areas and on weekends and holidays and remain on duty 24 hours a day, as required; visual acuity, color vision and hearing sufficient to perform the assigned duties; physical strength, dexterity and agility necessary to perform the duties of the position.

#### EELONY DISCLOSURE

Pursuant to California Penal Code 4571, any individual interested in seeking employment that requires working with inmates at a conservation camp must disclose of any prior felony status up front, so CALFIRE/CDCR can provide informed consent to a former felon to be on the conservation camp/prison arounds.

Any person/employee who has been convicted of a felony, and has not received written consent, is committing a felony.

#### PREA INFORMATION

Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.

#### Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

FIRE FIGHTER I

#### Additional Documents

• Job Application Package Checklist

#### Position Details

| Job Code #: JC-218264 |
| Position #(s): 542-000-1083-XXX |
| Working Title: Fire Fighter |
| Classification: 53,273.00 - \$4,137.00 |

#### Department Information

The California Department of Forestry and Fire Protection (CAL FIRE) is California's fire department and resource management agency. The organization is comprised of nearly 8,000 permanent and seasonal employees. The mission of the Department is to serve and safeguard the people and protect the property and resources of California.

### FIRE FIGHTER I

### GENERAL INFORMATION

- Application period occurs November 1<sup>st</sup> through November 30<sup>th</sup> annually
- Hiring usually occurs between March and June,
   depending upon the year's fire and weather conditions
- The minimum qualification is that you must be 18 years of age at the time of appointment
- Applications will be accepted by mail, electronically, OR in-person at our Southern Region Headquarters (2020 – no in-person filing)
- Veterans' Preference does not apply as this is a "non-testing" classification

### TRAINING

#### REQUIRED but may be obtained after appointment.

- CAL FIRE Basic Fire Fighter Certificate
- California State Fire Marshal (SFM) Confined Space Awareness Certificate
- California SFM Hazardous Materials First Responder Operational Certificate
- Fire Fighter Survival (Structural)
- Federal Emergency Management Agency (FEMA) IS-100: Introduction to Incident Command System
- FEMA IS-700: An Introduction to the National Incident Management System (NIMS)
- FEMA IS-800: National Response Framework, An Introduction

No charge for these independent study courses and available online at <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>.

### TRAINING (CONT'D.)

#### REQUIRED but may be obtained after appointment.

- Cardiopulmonary Resuscitation (CPR)
- Emergency Medical Services (EMS) Qualifications (must have one of the following):
  - ✓ Public Safety First Aid
  - ✓ Emergency Medical Technician (EMT)
  - ✓ Paramedic (EMT-P)

#### **DESIRABLE** training

- SFM Accredited Fire Fighter I Academy or equivalent Fire Fighter I Academy taught at a California accredited institution of post-secondary education recognized by the American Council on Education
- SFM Fire Fighter I Certification

#### ACCEPTABLE TRAINING DOCUMENTS

- CAL FIRE only gives credit for training certifications and medical qualifications that meet certain criteria
- These standards are set by CAL FIRE Office of the State Fire Marshal, Training Center, and EMS Program
- An "Acceptable Documents" list is posted on the CAL FIRE Internet year round to help ensure you obtain the qualifications that will gain you credit in our hiring processes
- https://www.fire.ca.gov/media/9593/ffiffii-fae-acceptable-documents-final-09122019.pdf

### ACCEPTABLE DOCUMENTS Used for FFI, FFII, and FAE

Please see below for a list of acceptable documents effective for the 2020 season and beyond

#### 1. CAL FIRE Basic Fire Fighter Certificate

The item that will qualify is a CAL FIRE Fire Fighter I – Basic Training certificate of completion signed by a Unit Chief. A valid CAL FIRE Fire Fighter I – Basic Training certificate must have been issued within the last five years as of the **final filing date** of the Job Advertisement. Incumbents who have worked in an appropriate class with CAL FIRE and have not had a break in service greater than 5 consecutive years do not need to obtain a new CAL FIRE Fire Fighter I – Basic Training certificate.

California State Fire Marshal (SFM) Accredited FF I Academy or equivalent FF I
Academy taught at a California accredited institution of post-secondary education
recognized by the American Council on Education

The item that will qualify is an academy course completion certificate.

#### 3. SFM Fire Fighter I Certification

Items that will qualify are one of the following.

- California SFM California Fire Service Training and Education System (CFSTES)
   Fire Fighter 1 Certification
- International Fire Service Accreditation Congress (IFSAC) and/or National Board on Fire Service Professional Qualifications (The Pro Board) Fire Fighter 1 certification and Haz Mat FRO certification from an issuing body (i.e Department of Defense, Texas A&M, and other State or Providence State Fire Training Body) and CAL FIRE Basic

#### 4. California SFM Confined Space Awareness Certificate

Items that will qualify are one of the following:

- California SFM Fire Service Training and Education Program (FSTEP) Confined Space Awareness course completion diploma
- CAL FIRE Confined Space Awareness
- International Association of Fire Fighters (IAFF) Confined Space Operations for First Responders certificate of completion
- California SFM FSTEP Confined Space Rescue Operations course completion diploma
- California SFM FSTEP Confined Space Rescue Technician course completion diploma

### HIRING

All applications received will be reviewed and applicants will be placed in the appropriate category as follows:

Category 0: The applicant has returnee rights to a CAL FIRE Unit.

Category 1: The applicant is considered "fully trained" and has provided an acceptable document showing completion of ALL of the required trainings AND either: Public Safety First Aid, EMT, or Paramedic.



Category 2: The applicant is considered "partially trained" and has provided an acceptable document showing completion of at least one of the required trainings, or one EMS qualification, or one of the desirable trainings.

Category 3: The applicant has not provided acceptable documentation.

#### Forestry Technician/Assistant Series

#### California State Personnel Board Specification

Series established August 31, 1982

#### Scope

This series specification describes three levels of Forestry Technicians/ Assistants used in the Department of Forestry.

Schem Code	Class Code	Class
BZ05	1085	Forestry Technician
BY95	1086	Forestry Assistant I
BY85	1093	Forestry Assistant II

#### **Definition of Series**

The Forestry Technician/Assistant series describes positions throughout the State planned for training and developing individuals to perform in a variety of professional/technical assignments in resource management in State forests, nurseries, ranger units/districts, and in Regional and Sacramento headquarters assignments. The class series provides incumbents avenues for advancement into the Forester series. Advancement through the series to Forester I can be accomplished in approximately seven years, although actual time frames will vary among individuals based on their varying levels of education, work experience, and motivation. Since the number of positions are limited, change of location may be necessary to advance through the class series. Individuals desiring to advance to the Forester series and eventually obtain Registered Professional Forester (RPF) licenses required for appointment to Forester II positions, will need to pursue positions which provide varied and broad experience, as well as supplemental forestry course work if they do not have a forestry degree. The State Board of Forestry will accept only a minimal portion of actual fire suppression experience toward the experience requirement for the RPF license.

Typical assignments include forest practice; service forestry; State land surveys; chaparral management; nursery operations; insect control; range improvement; and ranger unit/district prefire planning, inspection, and program administration. Incumbents are considered part of the Department's emergency response team and will perform fire suppression, prevention, and/or inspection duties during fire season and, infrequently, on other occasions. Individuals entering the series at any level must complete a basic Forest Fire Fighter Training Course prior to working in emergency assignments.

### FORESTRY TECHNICIAN

### HIRING

- First testing classification in the Forester career path
- Positions are permanent and are typically used on Fuels Reduction Crews
  - ✓ Duties include running chippers/chainsaws/other light equipment, felling trees, and assisting with prescribed fire projects
- Applications are accepted periodically throughout the year (3-4 times a year based on hiring needs)
- Hiring usually occurs throughout the year based on needs
- Six months of experience in resource management (such as fuels reduction work) and equivalent to completion of the 12<sup>th</sup> grade is one of the minimum qualification patterns
- Hiring process is completed by each Unit based on criteria they have developed

# CIVIL SERVICE EMPLOYMENT



# FIVE STEPS TO CIVIL SERVICE EMPLOYMENT

"The State of California is honored to employ many current and former service members and veterans of the United States Armed Forces."

 California Department of Human Resources (CalHR)

### stepONE | SELF ASSESSMENT

- Career based values (e.g., independence, stability, compensation, challenge, expression, influence)?
- Interests (e.g., likes, dislikes, indifference)?
- Skill sets?
  - ✓ Translate military occupational specialties/classifications/ratings and other skills acquired into civilian speak.
  - ✓ Avoid using acronyms.
  - ✓ Consider all pre- and post-military training, education, and experience including, but not limited to, paid and unpaid work experience.
  - ✓ Experience gained in working in collaboration with CAL FIRE including training received.
- Personality (e.g., natural characteristics, strengths, weaknesses)?

### stepTWO | RESEARCH THE JOB

- Who is the employer? Start your research by visiting the employer's website (<u>www.fire.ca.gov</u>)
- What is their philosophy? Review the mission, vision, and values statements and strategic plan
- What are the opportunities for advancement? What career paths are available? Should you choose to change your career later in your career, is there still opportunities to stay?
- What are the tasks and responsibilities associated with the job? Read the class specification for the civil service classification(s) you are are interested in. Class specifications are the legal definitions of the classifications.
  - ✓ CalHR database at <u>www.jobs.ca.gov</u>
  - ✓ CalHR Military Skills Translator Veterans landing page at <a href="https://www.calcareers.ca.gov/CalHRPublic/Landing/Veterans.aspx">https://www.calcareers.ca.gov/CalHRPublic/Landing/Veterans.aspx</a>

### stepTHREE | TAKE AN EXAMINATION

- Obtain information Create a CalCareer Account at
   https://www.calcareers.ca.gov/CalHRPublic/Login.aspx also subscribe to
   CAL FIRE's ListServe for exam and job information at
   https://www.fire.ca.gov/careers/email-distribution-list-sign-up/.
- Apply for examination(s) Pay close attention to the information outlined in the examination bulletin.
- Prepare for an examination Read the examination bulletin in its entirety. Pay close attention to the Knowledge, Skills, and Abilities (KSAs). KSAs are also located in the class specification. KSAs are what the examination is developed from.
- Employment list eligibility Once you have received your score do not wait to be contacted via a contact letter for a vacancy. You must be proactive.

### stepFOUR | VETERAN BENEFITS

- Veterans Preference 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.
  - ✓ To apply for Veterans' Preference, a legible copy of the Certificate of Release or Discharge from Active Duty (DD 214) and a Veterans' Preference Application (CalHR 1093) must be submitted to CalHR's Examination Unit at 1515 S Street, Sacramento, California 95811, regardless of which department is administering the examination.
- Participation in Promotional Examinations In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned.

### stepFIVE | SEARCH OUT JOBS

- Job Announcements The advertisement is as critical to researching the job as the examination bulletin is to the examination. The advertisement will provide you with a listing of what to supply, who to send it to, how to send it, the deadline for submission, and more.
- Review the duty statement the class specification identifies the tasks and responsibilities associated with the civil service classification but the duty statement details the tasks and responsibilities unique to the position
- Review your submission for typos, punctuation, format, consistency, and ease of read. Ensure <u>all</u> required documents are compiled and submitted with the package.

## CREATING A CAL CAREER ACCOUNT



### LET'S GET STARTED!

#### **Benefits of a CalCareer Account**

- Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities using Saved Searches
- Upload and store resume
- Easily view eligibility status
- Save and submit multiple applications electronically

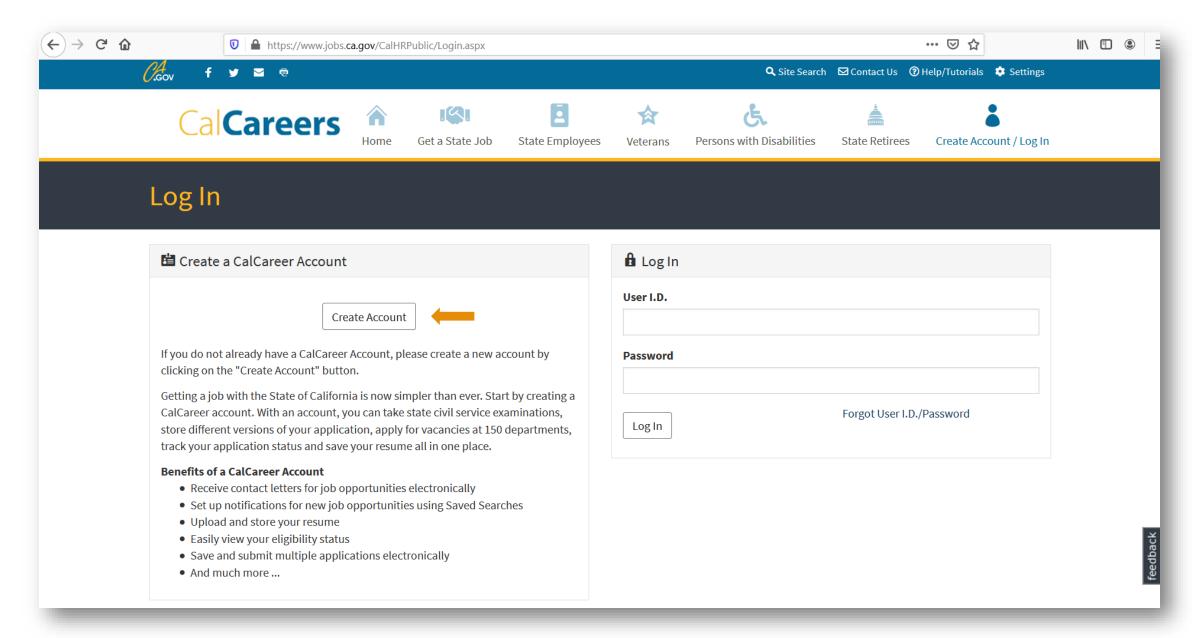


https://www.jobs.ca.gov/CalHRPublic/Login.aspx

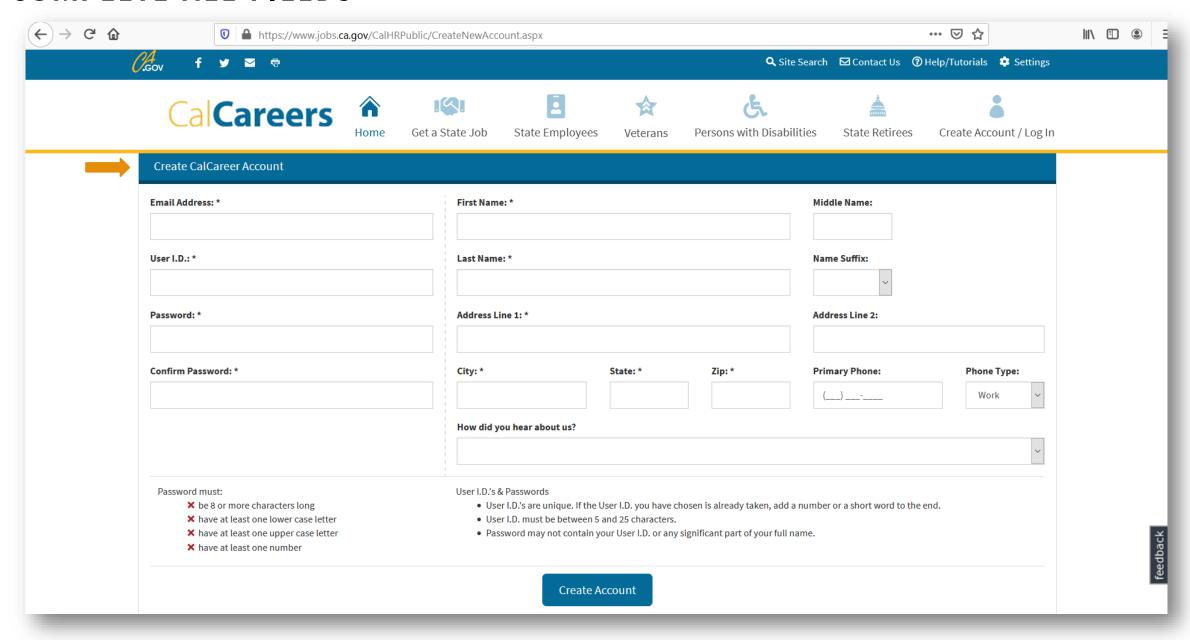




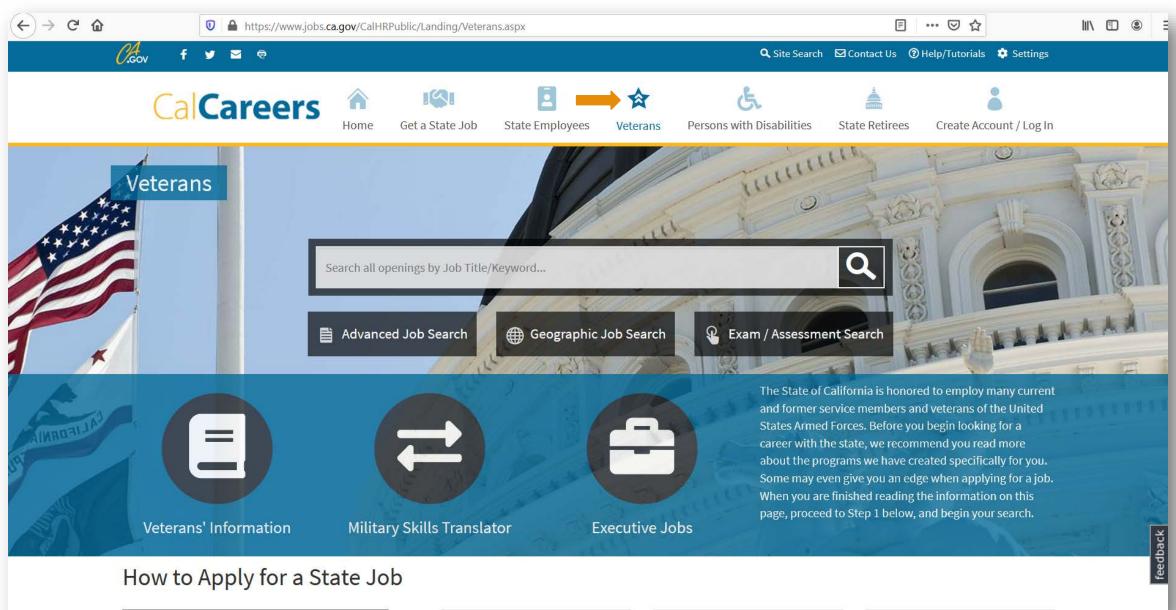
### SELECT CREATE AN ACCOUNT



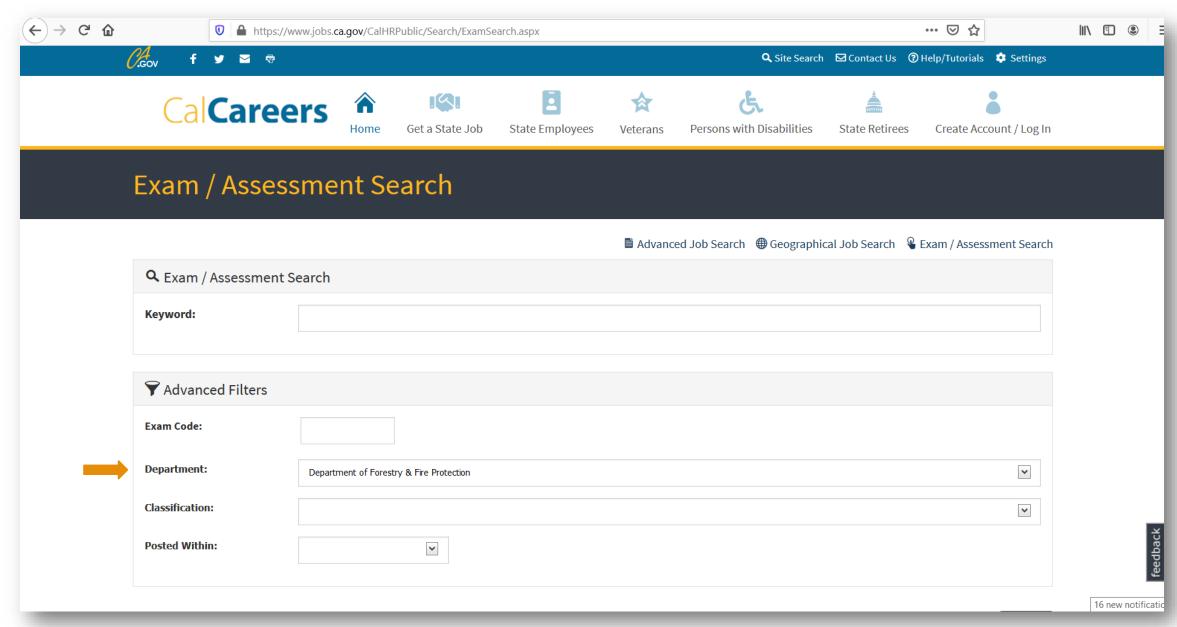
### COMPLETE ALL FIELDS



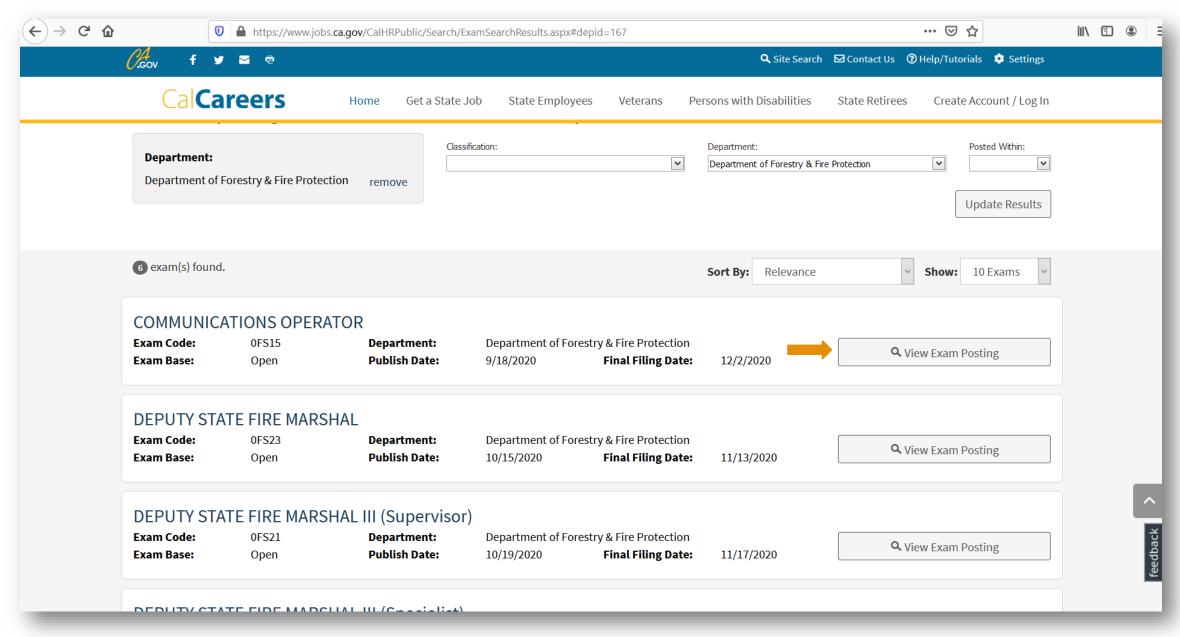
### VETERANS LANDING PAGE



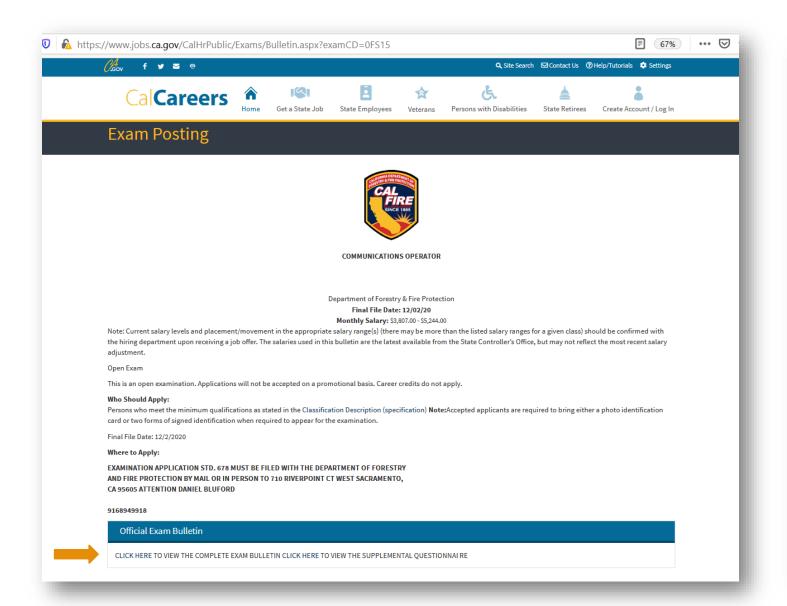
### **EXAM SEARCH**



### **CURRENT EXAMINATIONS**



### **EXAMINATION BULLETIN**





#### COMMUNICATIONS OPERATOR

Exam Code: 0FS15

DEPARTMENT(S): Department of Forestry & Fire Protection

OPENING DATE: September 18, 2020 FINAL FILING DATE: December 2, 2020

EXAM TYPE: OPEN

**SALARY:** \$3,807.00 - \$5,933.00

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.

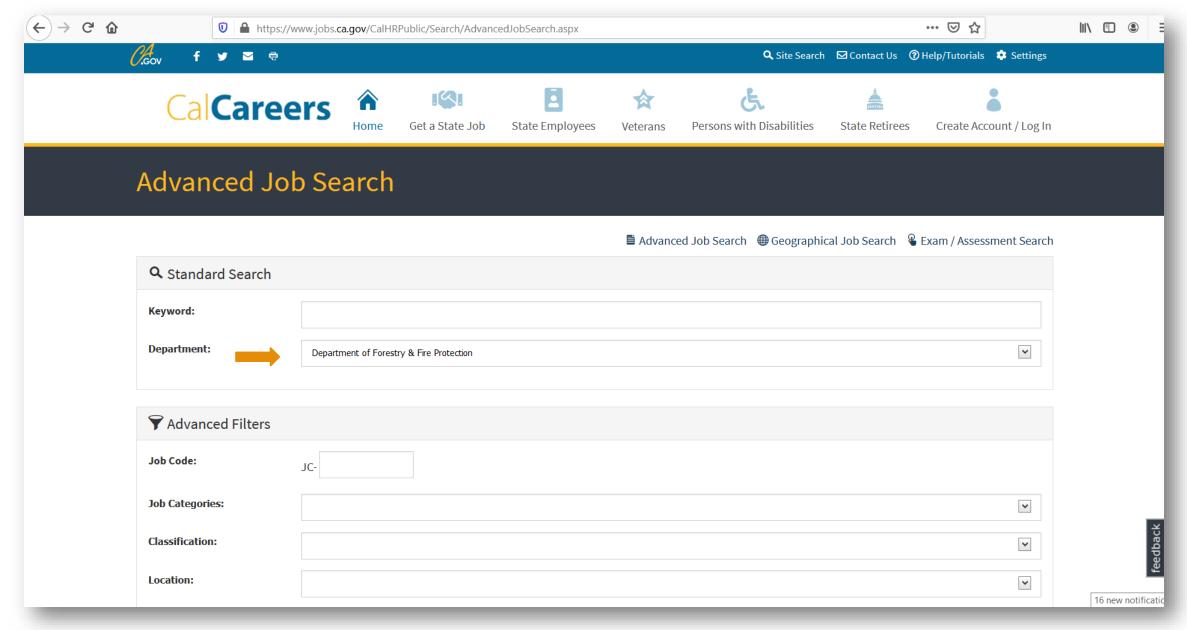
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the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

#### WHO CAN APPLY

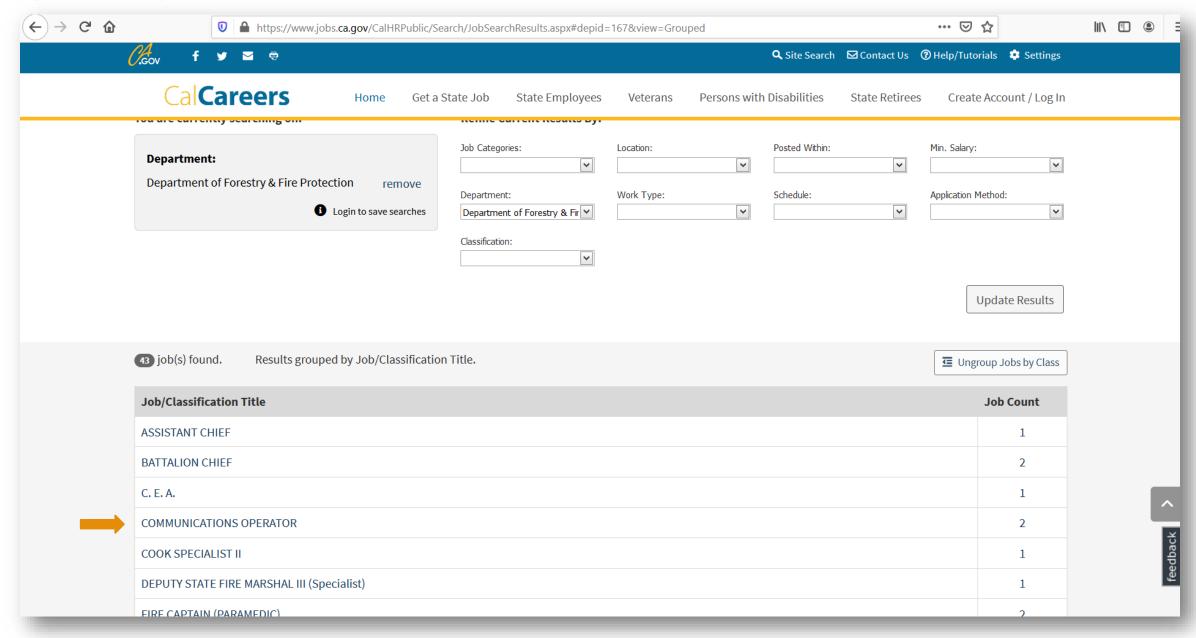
Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **December 2, 2020** unless otherwise noted on the class specification.

EXAM BULLETIN - COMMUNICATIONS OPERATOR EXAM CODE - 0FS15 FINAL FILING DATE 12/02/20

### **JOB SEARCH**



### **CURRENT JOBS**



### JOB ANNOUNCEMENT



#### **Job Posting: Communications Operator**



#### Department of Forestry & Fire Protection

JC-221397 - Communications Operator COMMUNICATIONS OPERATOR \$3,807.00 - \$5,933.00 per Month

Final Filing Date: 11/5/2020

**Apply Now** 

#### Application Methods:

Electronic (Using your CalCareer Account)

By Mail Drop-off



Save

#### Job Description and Duties

For questions related to the duties of the position contact Battalion Chief, Brian York by phone at (707) 227-9183 or by email at Brian. York@fire.ca.gov.

You will find additional information about the job in the Duty Statement.

#### **Working Conditions**

Must be available to work day and/or night shifts or a combination of each on a rotational basis, as well as to remain on duty and/or be called back to duty on short notice and for extended periods of time due to emergency activity.

#### Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

. COMMUNICATIONS OPERATOR

#### **Additional Documents**

- Job Application Package Checklist
- Duty Statement

#### **Position Details**

Job Code #: JC-221397
Position #(s): 542-114-1670-907

Working Title: Communications Operator
Classification: COMMUNICATIONS OPERATOR

\$3,807.00 - \$5,244.00 A \$4,308.00 - \$5,933.00 B

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R.V.E.T.S.

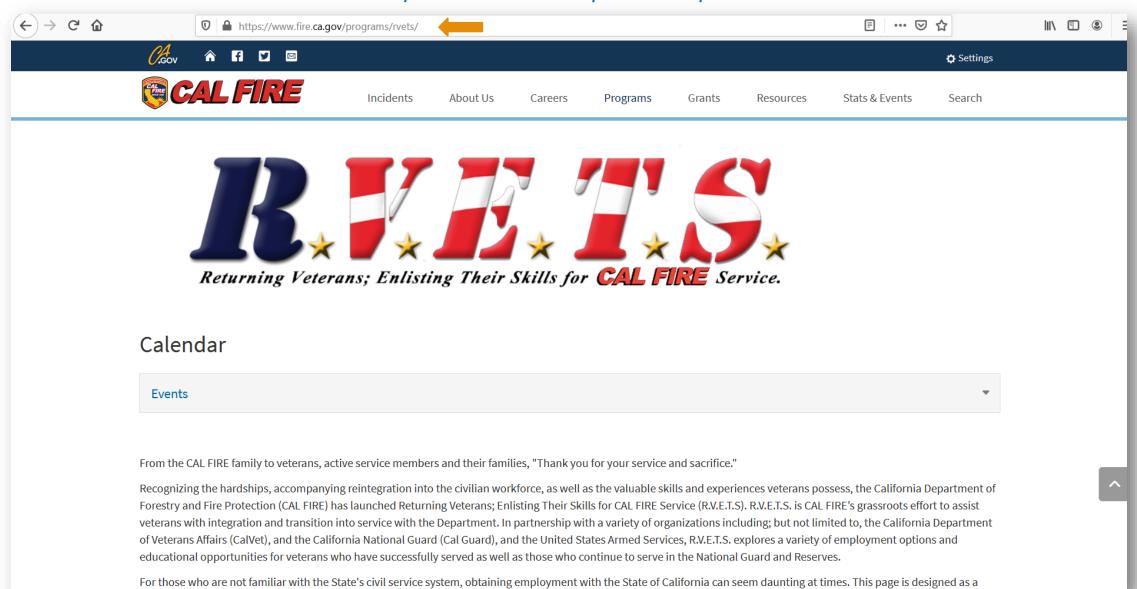
### WHAT WE DO

- Building Bridges Working with CalGuard (Army and Air) to crosswalk Departmental civil service classifications
- Advocating with control agencies and influencers on the benefits of employing the Department of Defense Skills Bridge Program in civil service
- Exploring Governor's initiatives to recognize CalGuard service in State of California employment beyond the typical civil service benefits afforded them
- Identify policy gaps, work with programs on issues impacting the military community, provide training on service members rights and responsibilities
- Attend job events at military installations and other venues
- Create business tools (e.g., pre- and post- deployment checklists, tools for hiring managers) and more



R.V.E.T.S. Core Team Member and San Mateo-Santa Cruz Fire Captain Robert Simmons (U.S. Air Force)

### INTERNET — <u>FIRE.CA.GOV/PROGRAMS/RVETS/</u>



# QUESTIONS AND ANSWERS

### SUBJECT MATTER EXPERTS



WINDY C. BOULDIN

Deputy Director, Office of Program Accountability and R.V.E.T.S. Coordinator

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KERRY BRADFORD

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707-483-8265 cell

ANDREW HENNING
Chief of State Fire Training, Office of the
State Fire Marshal
<a href="https://osfm.fire.ca.gov/media/1153/sftc">https://osfm.fire.ca.gov/media/1153/sftc</a>
ontactus.pdf

# RESOURCES !!!



### CONTACTS

- R.V.E.T.S. Hotline: 916-327-3985 or visit the website at <a href="https://www.fire.ca.gov/programs/rvets/">https://www.fire.ca.gov/programs/rvets/</a>
- Fire Fighter I Hiring Hotline: 951-901-5060
- Fire Fighter II Hiring Hotline: 951-901-5051
- Fire Apparatus Engineer/Fire Captain Hiring Hotline: 707-576-2963
- Forestry Aide/Defensible Space Inspector Hiring Hotline: 951-901-5066
- General Examination Information: 916-894-9580 or <u>CALFIREexams@fire.ca.gov</u>
- Office of the State Fire Marshal State Fire Training webpage: <a href="https://osfm.fire.ca.gov/divisions/state-fire-training/">https://osfm.fire.ca.gov/divisions/state-fire-training/</a>
- Office of the State Fire Marshal State Fire Training Contact Information Listing: <a href="https://osfm.fire.ca.gov/media/1153/sftcontactus.pdf">https://osfm.fire.ca.gov/media/1153/sftcontactus.pdf</a>
- Limited Examination Appointment Program Examination Information:
   https://www.calhr.ca.gov/state-hr-professionals/Pages/limited-examination-appointment-program.aspx
- Veterans' Preference: <a href="https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx">https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx</a>

## THANK YOU!