

FIRE AND LIFE SAFETY OFFICER I

OPEN EXAMINATION-STATEWIDE
7PB66

SALARY RANGE: \$6,504 - \$7,899

FINAL FILING DATE: CONTINUOUS

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



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 SINCE 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 MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE FIRE AND LIFE SAFETY OFFICER I EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Employment Development Department for this information. The State Personnel Board and the Employment Development Department do not maintain an up-to-date list of library locations.

Please note: The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, has Internet terminals that are available for public use at no cost.

For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

<http://jobs.ca.gov/CASPB/sup/images/default.asp>

Follow the on-line instructions. **Please note: the Internet system will be unavailable on Tuesdays between 7:00 a.m. and 1:00 p.m., Pacific Standard time, for processing and maintenance.**

DO NOT begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates must meet these requirements at the time they apply.

COMPETITION RESTRICTIONS

Competitors, who are eliminated for not meeting the minimum requirements as stated on this examination bulletin, may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying.

Successful competitors establishing list eligibility for 12 months are restricted from re-applying again during the 12 month eligibility period.

ELIGIBLE LIST INFORMATION

An open merged eligible list will be established for the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, fire science, engineering, architecture, chemistry, physics or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

AND

Experience: Two years of experience in either (1) building inspection work at journey level or above involving fire and life safety code compliance, one year of which shall have been in an independent decision-making capacity; or (2) performing plan review, technical inspection, and/or supervision of general construction projects including fire and life safety code compliance in a public agency such as building departments or fire departments for governmental agencies or a private company such as architectural and engineering firms.

THE POSITION

This is the first working level in the fire and life safety program. Under lead direction, incumbents within an assigned geographical area are responsible for ensuring compliance with fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing work of average difficulty which includes the review of plans, specifications, addenda, change orders, deferred approvals and other pertinent material; performing inspection work of average difficulty on an as needed basis; and advising project participants on construction methods, techniques and materials, and fire and life safety code related matters. **Positions are located Statewide.**

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

A. Knowledge of:

1. Plan review code applications.
2. General building code applications.
3. Basic engineering, architectural and building design practices and procedures.
4. Standards, methodology and terminology used in the building construction industry.
5. Code compliance in fire and life safety.
6. Fire protection equipment and systems.
7. Exiting systems.
8. Mechanical and electrical systems and components.
9. Standards and methods of construction.
10. Construction documents and reports.
11. Methods of conducting building construction inspections.
12. Titles 19 and 24, California Code of Regulations.
13. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.

B. Ability to:

1. Analyze situations accurately, reason logically and take effective action.
2. Check plans and specifications for design materials and code conformance.
3. Inspect facilities for fire and life safety code compliance.
4. Prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys.
5. Communicate effectively and make presentations.
6. Establish and maintain the confidence and cooperation of those contacted in the work.
7. Provide clarification and guidance regarding the application of codes, regulations, and laws.

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to travel throughout the State or an assigned area of the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties necessary of the position.

**VETERANS'
PREFERENCE**

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If you meet the requirements stated on the reverse, 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 on the other side of this bulletin 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 General Services 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 the civil service law and rules and all competitors will be notified.

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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

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 class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent 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-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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ⊕ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ⊕ West Sacramento, CA 95798-9052 ⊕ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH Floor ⊕ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ⊕ Voice 1-800-735-2922