



**OPENINGS FOR TEMPORARY AUTHORIZATION APPOINTMENTS (TAU)  
FIRE PREVENTION SPECIALIST I  
STATEWIDE**

Salary: \$2,972.00 - \$3,611.00

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.

**ABOUT US:**

CAL FIRE's mission is to serve and safeguard the people and protect the property and resources of California. 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.

**WHAT IS A TAU?**

TAU appointments to this classification are made under temporary authority and are limited to no more than nine months of full-time equivalent work in any 12 consecutive months. An employee gains no status or rights as a result of the TAU appointment and an employee who has had only a TAU appointment has no reinstatement eligibility. Persons who do not possess the minimum qualifications for the classification are ineligible for appointment as a TAU. For filing information see next page.

**JOB DESCRIPTION:**

Under general supervision, incumbents are assigned work in the Fire Protection Planning Program or Fire Prevention Program.

In the Fire Protection Planning Program incumbents will conduct inspections of public occupancies and enforce applicable sections of Title 19 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety.

Incumbents in positions in education/law enforcement/public information will assist program managers to administer and coordinate various fire prevention programs; plan and organize the fire prevention work of citizen volunteers; recruit volunteers; participate in team teaching; enforce forest and fire laws; oversee fire safety patrols; conduct and oversee fire hazard and other inspections; issue citations; provide support to law enforcement operations; write news releases; design, construct, and display fire prevention materials; maintain Volunteers in Prevention Program (VIP) records; prepare correspondence and reports and collect and evaluate VIP data.

**For a full description of duties and qualifications** including the typical tasks, knowledge, skills, and abilities for [Fire Prevention Specialist I](#) visit the Department of Personnel Administration's website at [www.dpa.ca.gov](http://www.dpa.ca.gov).

**MINIMUM QUALIFICATIONS:**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants must secure the license prior to appointment.

**and**  
**“Either” I**

One year of full-time experience performing the duties of a Fire Prevention Assistant with the California Department of Forestry and Fire Protection.

**“Or” II**

Two years of full-time experience coordinating the activities of a Fire Prevention Public Education/Awareness program or performing fire safety code inspections in a fire protection agency. (Inspection work must represent the majority of the duties performed.) (Experience in California state service applied toward the experience/education requirement must be at a level of responsibility equivalent to Fire Prevention Assistant.)

**and**

Education: Equivalent to fifteen college semester units preferably in Journalism, Art, English, Park Management, Fire Science, or Fire Protection Engineering. (One additional year of qualifying experience may be substituted for the required education.)

**NOTE:** Candidates qualifying under Pattern II must include on their [Examination and/or Employment Application \(STD. 678\)](#) “from” and “to” employment date(s) (month/day/year), a description of the duties performed, and actual hours worked per week performing those duties. Please be specific.

Candidates qualifying under Pattern II must also provide a copy of transcripts issued from an accredited institution of postsecondary education.

**FINAL FILING DATE:**

Applications **must be postmarked no later than March 22, 2011.** Candidates may be selected based on a resume review.

**WHAT IS A RESUME REVIEW?**

A resume review is a structured resume evaluation process. This process competitively evaluates a candidate’s qualifications presented in the resume in relation to the requirements of the job.

**HOW TO APPLY:**

If you are interested in being considered for a TAU Fire Prevention Specialist I position, you must submit an STD. 678, resume, and [Conditions of Employment \(Form 631\)](#) to the designated contact listed below.

***For Units in the Northern Region mail to:***

California Department of Forestry and Fire Protection  
Northern Region Headquarters  
Attention: Michelle Caalim  
135 Ridgway Avenue  
Santa Rosa, California 95401

***For Units in the Southern Region mail to:***

California Department of Forestry and Fire Protection  
Southern Region Headquarters  
Attention: Connie Smith  
1234 E. Shaw Avenue  
Fresno, California 93710

Candidates that mark the box for positions located “Anywhere in the State” on the Form 631 will need to submit an STD. 678 to both designated contacts listed above. For questions regarding the TAU application process for Fire Prevention Specialist I, contact either Kelly Mandell, Administrative Officer II at (707) 576-2911 for the Northern Region or Connie Smith, Senior Personnel Specialist at (559) 243-4104 for the Southern Region.

**NOTE:** Pursuant to Executive Order B-3-11, these positions are subject to the Governor’s Hiring Freeze. No offer of employment may be made without receipt of hiring freeze exemption and approval by the CAL FIRE Labor and Human Resource Management Office.