



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Fire Services Officer**

*An Equal Opportunity Employer*

**SALARY**

\$53.90 - \$65.52 Hourly    \$4,326.76 - \$5,259.54 Biweekly    \$9,374.65 - \$11,395.68 Monthly  
\$112,495.77 - \$136,748.10 Annually

**OPENING DATE:** 07/20/21

**CLOSING DATE:** 08/19/21

**THE POSITION**

**Join our team, become the County of Sonoma's Fire Services Officer!**



**Permit Sonoma's Fire Prevention and Hazardous Materials Division seeks an experienced emergency services professional.**

**Starting salary up to \$65.52/hour (\$136,748/year), a cash allowance of \$600/month, and a competitive total compensation package!\***

As our Fire Services Officer, you will:

- Plan and coordinate the activities County's Hazardous Materials Program and Volunteers
- Respond to Hazardous Materials emergencies and direct operations as necessary
- Develop instructional materials and plan, organize, schedule, and conduct training's for the staff of various fire agencies
- Perform fire prevention work and enforce provisions of County Fire Ordinances and related state regulations

The ideal candidate to become our next Fire Services Officer will have completed Hazardous Materials field/management training, and experience training and supervising staff working in hazardous materials-related programs. Additionally, they will have excellent interpersonal skills and:

- A strong work ethic, sound judgment, and a common-sense approach to resolving challenges
- The ability to analyze problems in order to reach practical conclusions
- Multiple years of experience investigating fires and working to ensure that proper fire prevention and control measures are in place; and assessing underground tanks,

- hazardous waste, and other materials to ensure proper storage and handling
- Experience successfully leading a team to accomplish fire prevention, investigation, hazmat incident response, and vegetation management objectives
- Highly effective written and verbal communication skills, including the ability to engage and interact with diverse audiences

### What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to excellent benefits\* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,700 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- Significant portion of health care premiums paid by the County and access to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance

\*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Salary Resolution](#) and our [Employee Benefits](#) directory.

This recruitment is being conducted to fill a Fire Services Officer position in Permit Sonoma's Fire Prevention and Hazardous Materials Division. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education:** Academic course work which directly relates to the knowledge and abilities listed. Normally, this course work would include fire science, fire administration, public administration, business administration, and/or other related courses. These courses should include Fire Instructor 1A and 1B or equivalent courses. Completion of the State Department of Education Fire Instructors' Training Course or an Emergency Medical Technician I Training Course is highly desirable. A minimum of twenty hours hazardous materials field/management training is also desirable.

**Experience:** Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, three years of fire suppression and prevention experience and/or two years of administration, technical or operations experience in a hazardous materials related program, including experience in a training assignment, would provide such opportunity. One year of supervisory experience is highly desirable.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the

position.

Possession of a hazardous material "operational" level certificate of completion within one year. Completion of PC832 within one year. Possession of State Certificate of Hazardous Materials Specialist within one year.

**Certificate:** Possession of a valid certificate as an instructor in First Aide or equivalent certificate is desirable. Completion of the Hazardous Materials Management Certificate Program is highly desirable.

**Citizenship Requirement:** Permanent resident aliens who wish to be employed as peace officers must apply for citizenship at least one year before application for such employment. If a permanent resident alien has not obtained citizenship within three years after application for employment or is denied citizenship he or she shall be disqualified for peace officer status.

**Background Requirement:** Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check and a medical examination. Conviction of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state, or any individual under current formal probation supervision is a disqualification for the Fire Services Officer.

**Retirement Eligibility:** Candidates in this classification are eligible for Public Safety Retirement which is defined by the County Employees' Retirement System.

**Probationary Period:** Individuals hired into this class will serve a one-year probationary period.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** principles and practices relating to modern budget, program and systems management; research methodology, report writing and basic statistics and their application; operations and functions of local government; principles and practices of supervisory and management practices; computerized data base management; written and oral communications skills including language mechanics, syntax and English composition.

**Considerable knowledge of:** current fire prevention Incident Command System; fire safety, firefighting, fire rescue, and fire investigation principles, practices and procedures; the principles and methods of employee training; the effective teaching methods for the adult learner; the principles and practices of hazardous materials management including hazardous materials; hazardous waste; underground tanks; above-ground tanks; risk management and prevention programs; the Uniform Fire Code; hazardous materials response team.

**Working knowledge of:** National Fire Safety Standards, County Fire Laws, State Fire Codes, including Titles 19 and 24, Uniform Fire Code, Uniform Building Code, Health and Safety Code, National Fire Code and other federal, state and local laws pertaining to fire prevention and fire suppression; building materials, construction and principles of combustion as related to fire prevention; hazardous materials containment and mitigation; rescue and emergency care procedures; written and oral communications, including language mechanics, syntax and English composition.

**Knowledge of:** continuing education needs of fire personnel; available continuing education resources for fire personnel; fire extinguishing and alarm systems; the principles and techniques used in investigating fire cause and origin; the principles in the preservation and rules of evidence.

**Knowledge and skill in:** demonstrating basic and advanced fire suppression, safety and prevention.

**Ability to:** plan, organize and conduct fire science training programs; communicate and interact in situations requiring instructions, persuasion and counseling and to participate in conferences,

group discussions and individual interviews; coordinate visual observation, oral or written communication into concise, descriptive written or oral formats that reflect continuity of thought and effectively convey concepts or conclusions; establish and maintain effective working relationships with staff, representatives of fire agencies, and educational institutions; investigate fires and determine their origin and cause; understand, interpret and apply rules, regulations and ordinances and federal, state and local legislation; keep accurate statistical records regarding the use of funds, purchases, insurance premiums and volunteer rosters; operate various types of audio-visual equipment; prepare statistical and narrative reports; maintain records for training programs; plan, organize and coordinate the activities of the County's Hazardous Materials Program; interpret federal, state and local laws and regulations relating to the Hazardous Materials Program; select, train, supervise and evaluate the work of clerical and technical staff; establish and maintain effective working relationships with federal, state and local officials and employees; analyze administrative problems, reach practical conclusions and institute effective changes; ensure proper compliance with federal, state and local legislation; compile and analyze comprehensive reports and statistical information; perform in the capacity of Incident Commander for hazardous materials; attend meetings and be subject to emergency call at all hours.

## **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions may be scored using position-specific criteria.**

**Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination**(weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

## **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

## **HOW TO APPLY**

Applications are accepted online at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: CG  
HR Technician: KC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #21/07-4516-O  
FIRE SERVICES OFFICER  
CG

## **Fire Services Officer Supplemental Questionnaire**

- \* 1. How did you first learn about this opportunity?
- ☐ Association of Bay Area Governments (ABAG)
  - ☐ California Building Officials (CALBO)
  - ☐ CalJobs
  - ☐ Careers in Government
  - ☐ College or University
  - ☐ County Building Officials Association of California (CBOAC)
  - ☐ Craigslist
  - ☐ Craigslist Mendocino
  - ☐ Employee of Sonoma County
  - ☐ Facebook
  - ☐ Glassdoor
  - ☐ GovernmentJobs.com
  - ☐ Hispanic Chamber of Commerce of Sonoma County
  - ☐ Indeed
  - ☐ International Association of Black Professional Fire Fighters (IABPFF)
  - ☐ International Code Counsel (ICC)
  - ☐ International Fire Chiefs Association

- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ LinkedIn
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ National Association of Fire Investigators (NAFI)
- ☐ National Association of Hispanic Firefighters (NAHFF)
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Western Fire Chief Daily Dispatch
- ☐ Women in Fire
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

- \* 2. Are you willing to work any on-call shift assignments, including evenings, nights, weekends, and holidays?  
☐ Yes   ☐ No
  
- \* 3. Are you willing to undergo a thorough background investigation, which may include a review of criminal, employment, education, driving, and credit records, and an inquiry into your personal and social history, including any use of drugs and alcohol?  
☐ Yes   ☐ No
  
- \* 4. As an adult, have you been convicted of a felony or are you currently under formal probation?  
☐ Yes   ☐ No
  
- \* 5. Which of the following applies to your citizenship status?  
☐ I am a U.S. citizen  
☐ I am a permanent resident alien who is eligible for and has applied for U.S. citizenship  
☐ None of the above
  
- \* 6. Possession of a CA POST PC 832 Powers of Arrest Certificate is required within one year of appointment. Please indicate if you possess this certificate.  
☐ Yes, I possess a CA POST PC 832 Certificate  
☐ No, I do not currently possess a CA POST PC 832 Certificate, but I will obtain certification within one year of appointment to the position
  
- \* 7. Have you completed the required Fire Instructor 1A and 1B or equivalent courses?  
☐ Yes   ☐ No
  
- \* 8. Have you completed training in Hazmat Technician/Specialist or equivalent courses?  
☐ Yes   ☐ No
  
- \* 9. Please list the courses/trainings you have completed and the certifications you possess which are related to fire prevention and hazardous materials. Completion of the following certificates/trainings are highly desirable:

- Hazardous Material, California Specialized Training Institute (CSTI) or California Office of the State Fire Marshal (OSFM)
  - Operations, Technician, Specialist, Hazmat Incident Command, Hazmat Safety Officer, etc.
- Emergency Medical Technician I
- ICC California Underground Storage Tank Inspector
- Instructor in Hazmat or equivalent
- State Department of Education Fire Instructors

- \* 10. Please describe your qualifying years of experience which included at least three years of fire suppression and prevention experience and/or two years of administration, technical, or operations experience in a hazardous materials-related program.
  
- \* 11. Please describe your experience providing training to and supervising staff working in fire prevention and hazardous materials related programs. Include the number and type(s) of positions you supervised, and describe how you set goals, coordinated priorities, and measured individual and group performance.
  
- \* 12. Please describe your experience coordinating volunteer fire and/or hazardous material or other programs.

\* Required Question



## COUNTY OF SONOMA BENEFITS: MANAGEMENT\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately \$600 per month.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.