COUNTY OF LOS ANGELES
invites applications for the position of:

FIRE SUPPRESSION AID

| SALARY:          | $2,445.00 - $3,194.56 Monthly |
|                 | $29,340.00 - $38,334.72 Annually |

OPENING DATE: 08/31/15
CLOSING DATE: 09/15/15 05:00 PM

POSITION/PROGRAM INFORMATION:

FIRE DEPARTMENT

OPEN COMPETITIVE JOB OPPORTUNITY
EXAM NUMBER: 30196J

FIRST DAY OF FILING:
SEPTEMBER 14, 2015 at 8:00 AM

FILING WILL BE SUSPENDED AFTER THE FIRST 1000 APPLICATIONS ARE RECEIVED OR BY TUESDAY, SEPTEMBER 15, 2015 AT 5:00 P.M., WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE INITIAL 1000 WILL NOT BE CONSIDERED.

THIS EXAMINATION MAY REOPEN AT ANY TIME TO MEET THE NEEDS OF THE DEPARTMENT.

DEFINITION:
Performs a variety of tasks requiring arduous manual labor in the prevention, suppression and control of watershed, brush and forest fires.

CLASSIFICATION STANDARDS:
Positions allocable to this class are supervised by professional firefighter personnel, and are assigned to Fire Suppression Camps located in watershed areas and typically serve as members of air attack helicopter crews. Incumbents clear firebreaks, trails, and motorways; maintain and repair fire control facilities; and perform other fire control or prevention activities assigned to them. Incumbents must exercise working knowledge of fire suppression tools and techniques.

ESSENTIAL JOB FUNCTIONS:
Clears firebreaks, trails and motorways by cutting back brush or trees with chainsaws and hand tools, under fire emergency and precautionary conditions; also participates in other preventive measures, such as prescribed burns.

Assists engine companies in laying hose lines used to suppress wildland fires; patrols area of controlled fires to discover and extinguish any remaining burning material.

Provides manual labor in other types of emergencies; fills and places sandbags, digs canals, or operates a dump truck to remove mud and debris during heavy rains or storms; assists Urban Search and Rescue teams; or demolishes structures after earthquakes.

Performs various support duties such as: clerical tasks, small equipment repair and maintenance, sewing, moving furniture, assisting with special Departmental events, washing helicopters, or other vehicle maintenance.

Frequently performs heavy lifting over 25 pounds, often combined with bending, twisting, or working
on irregular surfaces, and occasionally requires extraordinary physical activity.

**REQUIREMENTS:**

**SELECTION REQUIREMENTS:**
Graduation from high school (or its equivalent) or higher from an accredited* college or university.**

Successful completion of the mandatory Department sponsored in-service training program is required prior to final appointment.

*Accreditation:* Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Educational requirement:**
You must include with your online application (at the time of filing or within fifteen (15) calendar days from the date of filing your online application) a legible, official copy of the diploma, transcripts, or letter from the accredited institution. Failure to provide the required documentation will result in application rejection.

**LICENSE(S) REQUIRED:**
A valid California Class C Driver License is required at the time of appointment.***

A valid California Class C Driver License with firefighter endorsement, tank endorsements, with no air brake or manual transmission restrictions, is required within twelve months from the date of completing the training academy.

A valid California Class A or Class B Driver License with fire endorsement, tank endorsements, with no air brake or manual transmission restrictions, may be required for some positions in this class.

***License: Candidates offered these positions will be required to show proof of a California driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles (and any other state in which the candidate has held a driver license during the preceding 5 years) before being appointed. A copy of the driving record(s) must be presented at the time of appointment. License must not be suspended, restricted, or revoked.

**AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**PHYSICAL CLASS: IV - Arduous.**
Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces, and occasionally requires extraordinary physical activity.

**OTHER REQUIREMENTS:**

**Safety Position Requirements:**
**VISION:** Acuity - At least 20/70 in each eye without correction, correctable to 20/30 in each eye.

**HEIGHT/WEIGHT RELATIONSHIP:** There are no minimum or maximum height requirements, but the height/weight relationship of each applicant must either (1) fall within the ranges in the following table, or (2) be found to be acceptable after individual evaluation. Height measurements are made without shoes and coat. Applicants whose height falls between any of the measurements shown on the table should meet the weight requirements of the lower height.

**MALE HEIGHT WEIGHT:**

<table>
<thead>
<tr>
<th>Male Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 ft. 0 in.</td>
<td>110 lbs. to 143 lbs.</td>
</tr>
<tr>
<td>5 ft. 1 in.</td>
<td>112 lbs. to 146 lbs.</td>
</tr>
<tr>
<td>5 ft. 2 in.</td>
<td>115 lbs. to 149 lbs.</td>
</tr>
<tr>
<td>5 ft. 3 in.</td>
<td>118 lbs. to 152 lbs.</td>
</tr>
</tbody>
</table>
5 ft. 4 in. 121 lbs. to 155 lbs.  5 ft. 5 in. 124 lbs. to 158 lbs.
5 ft. 6 in. 128 lbs. to 163 lbs.  5 ft. 7 in. 131 lbs. to 168 lbs.
5 ft. 8 in. 136 lbs. to 173 lbs.  5 ft. 9 in. 140 lbs. to 179 lbs.
5 ft. 10 in. 144 lbs. to 185 lbs.  5 ft. 11 in. 148 lbs. to 191 lbs.
6 ft. 0 in. 152 lbs. to 197 lbs.  6 ft. 1 in. 156 lbs. to 203 lbs.
6 ft. 2 in. 160 lbs. to 209 lbs.  6 ft. 3 in. 164 lbs. to 215 lbs.
6 ft. 4 in. 168 lbs. to 221 lbs.  6 ft. 5 in. 172 lbs. to 227 lbs.
6 ft. 6 in. 176 lbs. to 233 lbs.  6 ft. 7 in. 180 lbs. to 239 lbs.

**FEMALE HEIGHT WEIGHT:**
5 ft. 0 in. 95 lbs. to 129 lbs. 5 ft. 1 in. 98 lbs. to 132 lbs.
5 ft. 2 in. 101 lbs. to 135 lbs. 5 ft. 3 in. 104 lbs. to 138 lbs.
5 ft. 4 in. 107 lbs. to 144 lbs. 5 ft. 5 in. 111 lbs. to 150 lbs.
5 ft. 6 in. 115 lbs. to 156 lbs. 5 ft. 7 in. 119 lbs. to 162 lbs.
5 ft. 8 in. 121 lbs. to 168 lbs. 5 ft. 9 in. 127 lbs. to 168 lbs.
5 ft. 10 in. 131 lbs. to 180 lbs. 5 ft. 11 in. 135 lbs. to 186 lbs.
6 ft. 0 in. 139 lbs. to 192 lbs. 6 ft. 1 in. 143 lbs. to 197 lbs.
6 ft. 2 in. 147 lbs. to 204 lbs. 6 ft. 3 in. 151 lbs. to 210 lbs.
6 ft. 4 in. 155 lbs. to 216 lbs. 6 ft. 5 in. 159 lbs. to 222 lbs.
6 ft. 6 in. 163 lbs. to 228 lbs.  6 ft. 7 in. 167 lbs. to 234 lbs.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:**
You must have satisfied the Selection Requirements to participate in the examination. Examination administration details will be contained in the invitation letter sent to qualified candidates.

**Part I:** Candidates will be required to take a written test that consists of a computerized Work Styles Assessment (WSA), covering safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment, weighted at 60%.

**ONLY CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON PART I WILL PROCEED TO PART II. CANDIDATES WHO PASS PART I WILL BE NOTIFIED BY EMAIL.**

Candidates who do not achieve a passing score on Part I will be notified by U.S. mail. SCORES CANNOT BE GIVEN OVER THE PHONE.

**Part II:** Candidates passing Part I will be required to take a Broad-Based Employment Skills Test (B-BEST), covering written expression, reading comprehension, data analysis & decision-making, customer service, knowledge of tools & equipment, and mechanical comprehension, weighted at 20%.

**ONLY CANDIDATES WITH A COMBINED SCORE OF 70% OR HIGHER ON PART I AND PART II WILL PROCEED TO PART III. CANDIDATES WHO PASS PART I AND PART II WILL BE NOTIFIED BY U.S. MAIL.**

Candidates who do not achieve a passing score on Part II will be notified by U.S. mail. SCORES CANNOT BE GIVEN OVER THE PHONE.

**Part III:** Candidates passing Part I and Part II will be required to take a structured oral interview covering oral communication & comprehension, multitasking, and adaptability & flexibility, weighted at 20%. Candidates will be assigned a random number to determine the order in which they will be interviewed. Based on that order, groups of candidates will be invited to participate in individual interviews. Groups of candidates will be added to the eligible register as they successfully complete the structured oral interview.

Only those candidates with a combined score of 70% or higher on Part I and Part II, and a score of 70% or higher on Part III will be placed on the eligible register.

Candidates who do not achieve a passing score on Part III will be notified by U.S. mail. SCORES CANNOT BE GIVEN OVER THE PHONE.
IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, ALL EXAMINATION MATERIALS ARE 
STANDARDIZED AND COPYRIGHTED, AND THEREFORE, NOT SUBJECT TO REVIEW.

This examination contains test parts that may be used in future examinations. If you apply for a new 
examination, your score will be transferred for at least 12 months to the new examination. You are not 
allowed to re-take any identical test parts for at least 12 months.

TEST PREPARATION:
Study guides and other test preparation resources are available to help candidates prepare for 
employment tests. An interactive, Online Test Preparation System for taking practice tests may be 
accessed on the Department of Human Resources website at http://hr.lacounty.gov/. Please click on 
Job Info Center, then click on Employment Test Preparation. You can also access test preparation for 
the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While 
test study guides will help in preparing for the test, we advise you to review ALL related materials that 
you deem necessary.

SPECIAL INFORMATION:
Candidates will be required to take and pass two physical agility tests, the BEEP test and Backpack 
test, prior to attending the academy. The BEEP test is a multi-stage fitness test used to estimate an 
athlete’s maximum oxygen uptake. The Backpack test (which can only be taken after the candidate 
passes the BEEP test) requires a three mile walk in 45 minutes or less carrying a 45-pound Backpack. 
Each test is valid for one (1) year after the date the candidate passes the test.

Successful candidates will be scheduled to take these physical agility tests based on their score group 
and their randomly-assigned number (referenced above) within the score group, as vacancies become 
available.

BACKGROUND CHECK AND MEDICAL EXAMINATION: Successful candidates will be required to 
complete a thorough background check, including a fingerprint search, followed by a medical 
examination, prior to appointment. Candidates who do not successfully pass the background check and 
medical examination may be removed from the certification list (eligible register) pursuant to Civil 
Service Rule 6.04.

ELIGIBILITY INFORMATION:
In accordance with Civil Service Rules, names of candidates receiving a passing score will be placed on 
the eligible register in the order of their score group for a period of twelve (12) months following the 
date of promulgation. NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 
12 MONTHS.

VACANCY INFORMATION:
The resulting eligible register for this examination will be used to fill permanent and temporary 
vacancies within the Los Angeles County Fire Department.

Appointees will be assigned to Fire Suppression Camps that are located at:

Camp 2 - 4810 N. Oak Grove Drive, La Canada Flintridge, CA 91011
Camp 8 - 1900 S. Rambla Pacifico, Malibu, CA 90265
Camp 9 - 21521 Sand Canyon Road, Santa Clarita, CA 91387
Camp 12 - 29300 The Old Road, Castaic, CA 91384

Appointees may be required to work at any Fire Department facility.

AVAILABLE SHIFT: Any Shift
APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS 
AND HOLIDAYS.

APPLICATION AND FILING INFORMATION:
APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED IN PERSON 
OR BY U.S. MAIL OR FAX WILL NOT BE ACCEPTED.
Apply online by clicking on the "Apply" tab in this posting once it is open for filing.

The County of Los Angeles has replaced its old job application system with a new system.

**In order to create your new profile please follow the link below.**
https://www.governmentjobs.com/careers/lacounty

All applicants must enter a valid email address at the time of application submission. Entering an invalid email address may result in the disqualification of your application during the examination process.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please fill out your application completely and correctly, including names and addresses of schools attended, titles of courses completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification.

Applications may be rejected at any stage of the selection process.

**NOTE:** Candidates must upload any required documents as attachments during application submission. If you are unable to attach the required documents, you may fax them to (323) 869-0349 within **fifteen (15) calendar days of filing**, or send them via certified mail at the address listed below. It is the applicant's responsibility to maintain proof of submitted documents. Please include the Exam Number and the Exam Title, a telephone number, and an email address where you can be reached on all documents submitted.

**Name change information:** If your name is different than what is listed on the official copy of your diploma, degree or school/institution letter, you must provide the appropriate name change information with your online application (e.g., a copy of your marriage certificate or official name change form).

Applicants claiming Veteran's Credit need to submit a copy of their **DD214** form for review and consideration for additional points.

**BY CERTIFIED MAIL:**
County of Los Angeles Fire Department
Examination Section
1320 N. Eastern Avenue Room #221
Los Angeles, California 90063

**ADDITIONAL INFORMATION REGARDING ONLINE FILING:**

**SOCIAL SECURITY NUMBER:**
All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For applicants who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County by visiting http://www.colapublib.org/libs/cities.html or find a WorkSource center near you by calling (888) 226-6300 or visiting http://worksourcelocalifornia.co.la.ca.us/centers/WS_find_a_center.htm.

**NO SHARING OF USER ID AND PASSWORD:**
If you do not already have an account/profile with the County of Los Angeles, you will need to create one. All applicants must submit their application online using their OWN user ID and password. Using someone else's user ID and password will erase a candidate's original application record. Anyone found in violation will be disqualified from the examination or hiring process, and may be disciplined up to and including discharge.
Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, disability or any other characteristic protected by State or Federal law.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:
1. Completing Your Application:
   a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
   b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
   c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
   d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.
   a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
   b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
   c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:
   a. All job applications must be completed and submitted by the last day of the filing period and posting time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
   b. Applications for positions designated "Apply in Person" must be filed in the order to apply for a position, may contact the ADA/Personnel Services for your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

4. Change of Name or Address:
   To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:
   a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
   b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:
   a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
   b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process, you should make your request known by contacting the ADA Coordinator.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1454) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

Any campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served

http://agency.governmentjobs.com/lacounty/job_bulletin.cfm?jobID=1219251&sharedWindow=0

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for a physical or mental disability, please CONTACT THE AMERICANS WITH
DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING.
The provision of reasonable accommodation may be subject to verification
of disability as allowable with State and Federal law. All disability-related
information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way
liable for any computer hardware or software malfunction which may affect
the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the
Internet generally. This system and the information provided on it are
provided on an "as is" and "as available" basis without warranties of any
kind, either express or implied. No advice or information given by the
County of Los Angeles or its respective employees shall modify the
foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the
information on this system or on the Internet generally will be
uninterruptable or error free or that any information, software or other
material accessible from the system is free of viruses or other harmful
components. You shall have no recourse against the County of Los Angeles
as the system provider for any alleged or actual infringement of any
proprietary rights a user may have in anything posted or retrieved on our
system.

The County of Los Angeles shall not be liable for any direct, indirect,
punitive, incidental, special or consequential damages arising out of or in
any way connected with the use of this system or with the delay or inability
to use it (or any linked sites), or for any information obtained through this
system, or otherwise arising out of the use of this system, the Internet
generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the
privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above
terms and further agree to use this Online Job Employment Application
System only for the submission of bona fide employment applications to the
County of Los Angeles. Any other use of this Online Job Employment
Application System, including without limitation any copying, downloading,
translating, decompiling, or reverse engineering of the system, data, or
related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate
will enroll in a contributory defined benefit pension plan if the candidate is a
"new member" of the County's defined benefit plan (LACERA) on or after
January 1, 2013 (first employed by the County on or after December 1,
2012) – unless she or he established reciprocity with another public
retirement system in which she or he was a member before January 1,
2013. It should be noted that County employees do not pay into Social
Security, but do pay the Medical Hospital Insurance Tax portion of Social
Security at a rate of 1.45%. The Los Angeles County Employees Retirement
Association (LACERA) has reciprocal agreements with several public
retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
http://hr.lacounty.gov

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Los Angeles, CA 90010

Position #30196J
FIRE SUPPRESSION AID
AB

http://agency.governmentjobs.com/lacounty/job_bulletin.cfm?jobID=1219251&sharedWindow=0