



DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION  
HUMAN RESOURCES SERVICES SECTION  
TRAINING & EXPERIENCE ASSESSMENT

## FIRE AND LIFE SAFETY OFFICER II, HEALTH FACILITIES CONSTRUCTION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the FIRE AND LIFE SAFETY OFFICER II, HEALTH FACILITIES CONSTRUCTION, with the Department of Health Care Access and Information (HCAi). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by HCAi to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Training & Experience Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

**THIS AFFIRMATION MUST BE COMPLETED.**

I hereby certify that the information provided on this Training & Experience Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YOUR COMPLETED TRAINING & EXPERIENCE ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE.  
PLEASE OBTAIN A COPY OF THE COMPLETED TRAINING & EXPERIENCE ASSESSMENT FOR YOUR RECORDS.

Applicants must submit both the [State Examination/Employment Application \(STD. 678\)](#) and Training & Experience Assessment by mail or in person to:

**Department of Health Care Access and Information  
Human Resources Services Section  
Attention: Exam Unit  
2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833**

## GENERAL INSTRUCTIONS

### Read instructions carefully

**Do not attach any additional documents** to this Training & Experience Assessment or send any forms/documents in advance.

This process is the entire examination for Fire and Life Safety Officer II, Health Facilities Construction. Therefore, please be sure to follow the instruction carefully as missing or incomplete information may result in disqualification or a lower score. Additional instructions are provided on the following pages.

If successful in this examination, your name will be placed on an eligible list for the classification listed above. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Fire and Life Safety Officer II, Health Facilities Construction. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instruction (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (page 4)
- Instructions for the Training & Experience Assessment (page 5)
- Fire and Life Safety Officer II, Health Facilities Construction Work Experience (pages 6-16)

## **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Training & Experience Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list(s)
- Loss of State employment
- Loss of right to compete in any future State examinations

**PRIOR STATE EMPLOYMENT INFORMATION**

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings.

**DO NOT COMPLETE THIS SECTION IF THIS DOES NOT APPLY TO YOU.**

Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

**Do you have written permission from the State Personnel Board Executive Officer to take this examination?**

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

After the eligible list release, please notify HCAI promptly of any address changes or availability for employment at the following address:

**DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION**  
Human Resource Services Section  
2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833

**CONDITIONS OF EMPLOYMENT FORM**

**PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.**

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

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**LOCATION YOU ARE WILLING TO WORK**

**CHECK ALL THAT APPLY**

**LOS ANGELES COUNTY**

**SACRAMENTO COUNTY**

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**TYPE OF APPOINTMENT YOU WILL ACCEPT**

Please mark the appropriate box(es) – you may check “(A) Any” if you are willing to accept any type of employment.

**(D) Permanent Full-Time**  **(R) Permanent Part-Time**  **(K) Limited-Term Full-Time**  **(A) Any**

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

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## INSTRUCTIONS

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### **SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Knowledge**

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.

#### **Moderate Knowledge**

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

#### **Basic Knowledge**

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

#### **Limited Knowledge**

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

#### **No Knowledge**

I have no knowledge of how to perform this task or what it may entail.

### **SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Experience**

I have more than 5 years of experience in regularly performing this action.

#### **Moderate Experience**

I have more than 3 years, but less than 4 years of experience in this action.

#### **Basic Experience**

I have more than 2 years, but less than 3 years of experience in this action.

#### **Limited Experience**

I have less than 2 years of experience in performing this action.

#### **No Experience**

I have never performed this action.

1. Observe inspection and acceptance testing of fire protection and/or fire detection systems to verify that such systems are installed per plan and code, in person, to ensure compliance with Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards as needed.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Attend training classes to maintain current knowledge of fire prevention engineering, education, and enforcement principles, policies and procedures via webinars and in person training as recommended and/or approved by the unit supervisor.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Review plans and specifications of general acute care hospitals, skilled nursing facilities, acute psychiatric hospitals, intermediate care facilities, licensed clinics, and/or other projects utilizing plan review guidelines, codes, architectural/engineering scales, calculators, and computer programs in adherence with the formal plan review process and policies to ensure compliance with Titles 19 and 24 of the CCR, and nationally recognized standards on a daily basis.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Review fire alarm, fire sprinkler, and fire suppression system shop drawings, amended construction documents, deferred approvals and other documents for fire and life safety code compliance utilizing plan review guidelines, codes, architectural/engineering scales, calculators, and computer programs in adherence with the formal plan review process and policies to ensure compliance with Titles 19 and 24 of the CCR, and nationally recognized standards on a daily basis.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Interact with external customers (i.e. design professionals, health care representatives, fire officials, contractors, inspectors, etc.) on the telephone, in person, electronically, or in the field as necessary to assist in the review and approval of health care projects utilizing plan review guidelines, codes, architectural/engineering scales, calculators, and computer programs in compliance with OSHPD formal plan review process and policies, Titles 19 and 24 of the CCR, and nationally recognized standards on a daily basis.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Respond to questions from external customers (i.e. design professionals, health care representatives, fire officials, contractors, inspectors, etc.) on the telephone, in person, electronically, or in the field as necessary to assist in the review and approval of health care projects utilizing plan review guidelines, codes, architectural/engineering scales, calculators, and computer programs in compliance with OSHPD formal plan review process and policies, Titles 19 and 24 of the CCR, and nationally recognized standards on a daily basis.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Interact with internal customers (i.e. supervisors, supervising structural engineers, district structural engineers, senior structural engineers, compliance officers, regional compliance officers, architects, etc.) on the telephone, in person, electronically, or in the field as necessary to assist in the review and approval of health care projects utilizing plan review guidelines, codes, architectural/engineering scales, calculators, and computer programs in compliance with OSHPD formal plan review process and policies, Titles 19 and 24 of the CCR, and nationally recognized standards on a daily basis.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Respond to questions from internal customers (e.g. supervisors, supervising structural engineers, district structural engineers, senior structural engineers, compliance officers, regional compliance officers, architects, etc.) to assist in the review and approval of facility projects utilizing plan review guidelines, codes, and computer programs in compliance with plan review process and policies, Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Review disputed fire and life safety code issues and confer with supervisory team in order to maintain consensus and provide consistent statewide interpretation utilizing the formal plan review process and policies, Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Submit data and documentation of disputed fire and life safety code issues to regional level management in compliance with the formal plan review process and policies for conflict resolution using computer programs or in person.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Manage assigned workload by maintaining active logs of completed work and scheduling work in chronological and/or priority order based upon size of project, complexity and design or stage in construction to ensure timely completion of workload utilizing the computer programs as directed.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Perform site visits to identify problems as they relate to fire and life safety building standards with proper use of hard hats, safety shoes, goggles, ladders, flashlights, cell phones, etc. in compliance with approved plans.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Assist internal and external stakeholders with construction reports to resolve problems relating to fire and life safety building standards utilizing clipboards, writing instruments, forms, and computer programs in compliance with approved plans.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Represent your organization before professional associations such as the California Fire Chiefs Association, fire prevention groups, and others to cultivate partnership with these entities via meetings and trainings as directed by management.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Research fire and life safety codes to resolve issues relating to modifications and/or additions to existing general acute care hospitals, skilled nursing facilities, acute psychiatric hospitals, intermediate care facilities and licensed clinics, utilizing plan review guidelines, codes, and computer programs in adherence with the formal plan review process and policies to ensure compliance with Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Explain guidelines, format, procedures, general building code concepts to design professionals to review and process facility construction projects in adherence with the formal plan review process and policies to ensure compliance with Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Participate in fire and life safety statewide training meetings with all regional offices to promote and/or maintain consistency with the formal plan review process and policies using personal communication skills as directed by the unit supervisor.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Participate in special projects and/or studies to stay abreast of new technology in adherence with the formal plan review process and policies to ensure compliance with Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Provide training to Fire Life Safety Officer I (FLSO I) to promote growth and maintain consistency by conducting one on one meetings, job shadowing, etc., in compliance with the formal plan review process and policies as directed by the unit supervisor.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Review emergency generating equipment to ensure code compliance using Titles 19 and 24 of the California Code of Regulations (CCR) and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

21. Observe or survey existing systems to ensure code compliance using Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

22. Evaluate elevator and related components to ensure code compliance using Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

23. Review fire & life safety requirements associated with mechanical and electrical systems to ensure code compliance using Titles 19 and 24 of the CCR and nationally recognized standards as required.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

24. Communicate professionally to clients to provide clarification and guidance regarding the applications of codes, regulations, and laws utilizing personal communication skills.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

25. Enter daily activities in the computer system for accurate documentation of work performed using various computer programs.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

26. Submit travel logs to fleet coordinator for administrative processing using computer programs as required.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

27. Observe or inspect the installation of medical gas systems and components to ensure code compliance using Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

28. Evaluate locations and fire ratings of building's seismic separation and/or components to ensure the integrity of assembly fire ratings are in code compliance using Titles 19 and 24 of the CCR and nationally recognized standards as required.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

29. Prepare and submit documents and reports accurately for distribution to team members using computer programs.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

30. Evaluate or prepare alternate means of protection documents to ensure code compliance using Titles 19 and 24 of the California Code of Regulations (CCR), and nationally recognized standards.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
FIRE AND LIFE SAFETY OFFICER II, HEALTH FACILITIES CONSTRUCTION.**

Please refer to page one for mailing instructions.