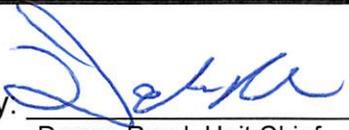


CAL FIRE Butte Unit
Policies and Procedures



Approved By: _____


Darren Read, Unit Chief

Approval Date: **December 1, 2017**

Subject: **1000 Personnel Procedures**
Specific Subject: **1000.003 Personnel Hiring & Transfers**

Original Policy Date: **May 2, 2012**
Revision Date: **December 1, 2017**

POLICY

Provide a fair, firm and consistent process when filling position vacancies and employee reassignments within the Butte Unit. This policy is intended to comply with Department policy and the Bargaining Unit 8 MOU.

Note: Intra - (within the Unit/Battalion), Inter - (out of the Unit)

GOALS AND OBJECTIVES

- Hire the best and most qualified candidate(s) for each position.
- FC's select FFI candidates from candidate pool.
- FC's select FFII candidates from candidate pool.
- FC's with BC support select FAE candidates from candidate pool.
- BC's with DC support select FC candidates from candidate pool.
- DC's with UC support select BC candidates.
- UC must approve all appointments prior to job offers and is the appointing authority for all candidates.
- Have an approved standard process to follow whenever there is a vacancy.
- Have an approved standard resume review process and/or interview process which complies with the MOU, Department policy and meets the combination of position requirements and specific position needs (i.e.: HazMat, Truck, Technical Rescue, Training, ATGS, POST, SCBA Tech. etc.)
- Have a Unit coordinator for each applicable classification (FFI, FFII, FAE, FC, HFEO and BC)

PROCEDURES TO FILL POSITION VACANCIES

The following procedures will be used to fill permanent position vacancies within the Unit.

- Prior to accepting Inter-Unit transfers, offering a position to the top résumé review or interview candidate, or submitting the PO-200 package to Region to fill vacant positions, the Unit Chief shall be consulted for hiring approval.
- When hiring is approved by the Unit Chief, the AO will determine the number of vacant position(s) to be filled for each classification and select candidates in compliance with the department's hiring process.
- If, after all the Intra-Unit movement and Inter-Unit transfer candidates have been placed, vacancies still exist, the open/promotional list hiring process for the specific rank will be initiated.
- Newly hired candidates in any rank may temporarily be assigned to the relief pool or a battalion until such time the Unit's placement process is completed.

- Once the Units hiring is complete (Inter-Unit transfers are accepted and/or the new hire names have been identified), the AO will set up a personnel placement meeting with the chief officers and/or Battalion FC representative to place the new employees into the Units vacancies.

TRANSFER PROCESS

Intra-Division, Battalion and Bureau reassignments of positions:

- Division Chiefs may move Battalion Chiefs within their divisions based on employee career development and operational needs within the division prior to the intra-Unit transfer process with approval of the Unit Chief and notification to the Administrative Division Chief.
- Battalion Chiefs may move permanent and LT personnel within their battalions and bureaus based on employee career development and operational needs within the battalion or bureau prior to the intra-Unit transfer process with approval of the respective Division Chief and notification to the Administrative Division Chief.

Intra-Unit transfer candidates shall be considered for reassignment in permanent positions between battalions and bureaus prior to considering Inter-Unit transfers or new hires. See exceptions below.

- FFI Intra-Unit transfer candidates must have completed a minimum of two summers at the same fire station. FFI Intra-Unit transfers will be honored prior to the placement of new hire FFI's.
- FFII and FAE Intra-Unit and Inter-Unit transfer candidates (BTU employees leaving the Unit) must have completed a minimum of two years in their current assignment in permanent status and successfully complete a proportionate amount (two years permanent in a classification equals two years of JAC completed) of their JAC program prior to a transfer being considered.
- Fire Captain and above intra-Unit and Inter-Unit transfer candidates (BTU employees leaving the Unit) must have completed a minimum of two years in their current assignment in permanent status prior to a transfer being considered.
- The employee will be notified when they accept the position they are required to complete a two-year commitment.
- Prior to a Unit employees transfer being approved by the Battalion Chief, the employee's Official Personnel File (OPF) will be checked (looking for performance appraisals, adverse actions, etc.) to confirm the employee has a history of satisfactory work performance. Employees with current adverse actions or less than satisfactory work performance may have their transfers denied.
- Prior to an out of Unit transfer being accepted into the Unit, the transferring employee's OPF will be checked (looking for performance appraisals, adverse actions, etc.) to confirm the employee has a history of satisfactory work performance. Employees with current adverse actions or less than satisfactory work performance may have their transfers denied. The employee must provide a PO299 form approving the Unit to check the employee's OPF.
- Due to the new block hiring process CAL FIRE uses to fill its vacant position statewide, employees may submit a PO-104 if they are within 60 days of fulfilling their assignment commitment.

- On a case by case basis the executive staff may discuss and approve allowing transfers to occur prior to an employee's two-year commitment being met.
- Some field and staff positions with specific operational needs may be filled considering Intra-Unit and Inter-Unit transfer candidates together to meet the operational need of the Unit. Some of those positions requiring specific operational needs are truck, HazMat, ATGS, peace officer and other technical skills. This is not an inclusive list.
- The Unit Administrative Chief (AO) will advertise in the spring and the fall of each year soliciting intra-Unit transfers for vacant FFII, FAE, FC and BC position(s). This will be done via email for a minimum of (10 days) to the "BTU" email distribution list. The current list of vacant position locations will be listed in the email. Subsequent trickledown opening(s) created from transfers will not receive additional advertisement.
- The Unit Battalion Chief FFI hiring coordinator will advertise in the spring of each year soliciting intra-Unit transfers for vacant FFI position(s). This will be done via email for a minimum of (10 days) to the "BTU" email distribution list. The current list of vacant position locations will be listed in the email. Subsequent trickledown opening(s) created from transfers will not receive additional advertisement.
- If there is more than one transfer candidate interested in a position, candidates will be selected utilizing a competitive process (resume review and/or interview) and the most qualified candidate will be hired.

RÉSUMÉ REVIEW AND INTERVIEW PROCESS

Résumé Review Process

- The résumé review process may be used to evaluate candidates with an approved transfer on file for the same position. The résumé review format shall comply with the Unit 8 MOU.
- The résumé review document and format may be completed by the supervisor of the vacant position; however, final approval of the format will be by the hiring coordinator for the classification being hired with the approval of the Administrative Chief.
- The résumé review shall be individually scored by at least two employees in a rank above the vacant position. For consistency, it is preferable that the same employees score all candidates. All résumé review scores shall be averaged together to get the final score for each candidate.
- The Unit recognizes the benefits offered by employees who have a diversity of experience; experience which includes Schedule A, Schedule B, camps, as well as staff positions including the air program, training, fire prevention, emergency command center as well as ICS qualifications applicable to the employee's rank.
- The Unit will evaluate the diversity of experience in its testing and hiring process and both the depth and breadth of experience will be valued at a higher level.
- All résumé review criteria, score sheets, and documents must be provided to the AO for review and filing.

- The processes described in this policy may be superseded by CAL FIRE hiring policies and changes in the Bargaining Unit 8 MOU.

Interview Process

- When utilizing the interview format, the questions may be written by the supervisor of the vacant position; however, final approval of the questions will be by the hiring coordinator for the classification being interviewed for with the approval of the Administrative Chief.
- The interview panel will consist of a minimum of two members at a classification above the position being interviewed for. A third panel member consisting of a non-uniformed employee or an employee from another agency may also participate in the interview process.
- The candidate's final score will be used to fill specific positions or establish a list for the Unit.
- All interview questions, score sheets, and documents must be provided to the AO for review and filing.

TRANSFER REQUESTS

For Transfer Requests (PO-104) to be considered valid, the following must be followed.

- Transfer requests are purged on January 1st of each calendar year (Unit 8 MOU, Section 9.1.2) and must be resubmitted every calendar year.
- Candidates interested in transferring to another position within the Unit are encouraged to submit a PO-104 for any/all positions of interest.
- Transfer requests must be properly filled out, contain the date of request, employee signature, the approval, date and the signature of the employees Battalion and Division Chief to be considered valid.
- Transfer requests must have a copy of the employee's résumé attached.
- All Intra-Unit Transfers will receive final approval by the Division Chief.
- All Inter-Unit transfers will receive final approval by the Unit Chief.
- Once an Inter-Unit transfer request is approved and has been routed to the appropriate Unit, it is the receiving Unit's responsibility to notify the employee of the status of the transfer request.
- The receiving Unit and BTU AO will negotiate a report date once the receiving Unit notifies BTU that the transfer has been accepted.
- Once an Inter-Unit transfer is accepted into the Unit, the AO will coordinate with the program managers for placement of the employee into the appropriate available assignment.

- All transfer requests will be routed to the Unit Administrative Officer (AO) for dissemination and routing to Region and the appropriate Unit(s). A copy of the transfer request will be kept on file in the transfer book.
- Submitted transfer requests are strongly encouraged to be all inclusive (meaning if the location you want to work does not currently have an opening, you need to list it anyway) since the filling of one position will leave another position vacant.
- Once an employee is granted a transfer, the employees PO-104 will be purged from the transfer book.
- If an employee competes for a position but is not selected for the position, the employees PO-104 will remain on file for the remainder of the calendar year for future vacancies the employee is interested in.
- Transfer requests that are denied at the Battalion or Division level will have the reason communicated verbally or in writing to the employee.
- Transfer requests are not required for intra-division, battalion or bureau movement. Only the approval of the respective Battalion Chief, Division Chief and/or Unit Chief is required.
- All personnel movement (FFI, LT or permanent) must be communicated by the BC via email utilizing the "BTU Personnel Assignment" email group. This allows all the program areas within the Unit to update their program areas for accountability and tracking.