

**CAL FIRE Butte Unit**  
Policies and Procedures



Approved By:   
Greg McFadden, Fire Chief

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Subject: **1000 Personnel Procedures**  
Specific Subject: **1000.02 Personnel Transfers**

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**POLICY:**

Provide a standard approach for filling permanent position vacancies and employee reassignments within the Butte Unit. This policy is intended to comply with the Bargaining Unit 8 MOU and Department Policy.

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

**GOALS AND OBJECTIVES:**

- Hire the best and most qualified candidate(s) for the position.
- FC's nominate/select FFI and FFII candidates.
- FC's with BC support nominate/select FAE candidates.
- BC's with DC support nominate/select FC candidates.
- DC's with UC support nominate/select BC candidates.
- UC approves all appointments and is the appointing authority for all candidates.
- Have an approved standard process to follow whenever there is an opening.
- Have an approved standard resume review process and/or interview process which complies with the MOU, Department policy and meets the position requirements.
- Unit coordinator for each classification (FFI, FFII, FAE, FC, HFEO and BC)

**PROCEDURE:**

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

**STEP I**

1. When hiring is authorized, the Administrative Chief will determine the number of vacant position(s) to be filled for each classification and select candidates in compliance with the department's hiring procedures. If hiring is delegated to the Unit level it will be conducted using a competitive process to establish a Unit list for each classification and hiring will then be done from the respective established list(s) as outlined in the following steps.
2. The first step in this process will be a resume' review in accordance with Unit 8 MOU, Section 9.2.3. For each (1) vacancy in each classification within the Unit, the top five (5) promotional candidates on the Department list will be invited to compete in the interview portion of the hiring process.

3. In addition to the top 5 promotional candidates, Inter-unit transfer candidates will be allowed to compete in the interview process. Note: if more the 5 inter-unit transfer candidates apply then the same ratio of 5:1 for inter-unit personnel may be applied. For inter-unit transfers, permanent status points will be added per Unit 8 MOU, Section 9.2.4.
4. The format shall comply with Section 9.2.4 of the Unit 8 MOU. The resume' review shall be completed 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 resume' review scores shall be averaged together to get the final score for each candidate.
5. The interview format and 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. Ideally, the interview panel will consist of three members at a classification above the position being interviewed with one of the three being a representative from another agency, another CAL FIRE Unit or a non-fire control employee. In some instances due to time constraints or availability it may not be possible to have three panel members and/or a representative from another agency, Unit, or a non-uniformed employee. In this instance approval from the Division Chief will be obtained with notification to the Unit Chief.
6. The candidate's final score will be used to establish a list for the Unit. From this list, candidates will be hired in final score order.
7. Newly hired candidate will temporarily be assigned to the relief pool until such time the Unit's permanent placement process is completed. Depending upon the number of anticipated positions, subsequent openings following the transfer process and other movement this could occur at any time, but typically is done at one time during the spring of each year. Employees hired permanently and placed in the relief pool may voluntarily participate in the intra-unit reassignments for a battalion or bureau as outlined in STEP II until such time that they are permanently placed.

**The following procedures will be used to allow intra-unit reassignments of permanent positions between battalions and bureaus within the Unit:**

#### **STEP II**

Battalion Chiefs may move permanent personnel within their battalions and bureaus prior to the intra-Unit transfer process with Division Chief notification.

Note: All permanent personnel movement must be communicated by the BC via email utilizing the "BTU Personnel Assignment" email group. This allows all program areas within the Unit to update their program areas for accountability and tracking.

1. Intra-unit transfer candidates (Unit 8 MOU, Section 9.1) shall be considered for reassignment of permanent positions between battalions and bureaus as follows:

- a) FFII and FAE Intra-Unit transfer candidates must have completed a minimum of two years in their current assignment in permanent status (or the equivalent of 2 years' time in an LT assignment) and (if applicable) completion of a minimum of two years of their JAC program prior to a transfer being considered. Fire Captain and above ranks seeking a transfer must have approval from their Battalion and Division Chief or Division and Unit Chief. Intra-unit transfers on file will be considered for each battalion and bureau vacancy.
  - b) Employees interested in transferring should complete a PO-104 Transfer Request as outlined below. The Unit Administrative Chief will advertise via email for a minimum of (10 days) to the "BTU" email distribution list soliciting intra-unit transfers for vacant position(s). Subsequent trickledown opening(s) created from transfers will not receive additional advertisement.
2. If there is more than one intra-unit transfer candidate interested in a battalion or bureau reassignment, one of the following options, with option "A" being the most desired processes to determine the successful candidate.
- a) Interview process. Interview format and questions must be submitted by the Battalion Chief to the respective hiring coordinator for approval. The interview panel will consist of three members at a classification above the position being interviewed with one of the three being a representative from another agency, another CAL FIRE unit or a non-fire control employee. In some instances it may not be possible to have three panel members and/or a representative from another agency, unit or a non-uniformed employee. In this instance approval from the Division Chief will be obtained with notification to the Unit Chief.
  - b) Resume' review process. Can be used when three or less candidates have approved transfers on file for the same position with the approval of the Unit Chief. The resume' review process must comply with the Bargaining Unit 8 MOU.
3. The Unit recognizes the benefits offered by employees who have a diversity of experience; experience which includes schedule A and schedule B as well as staff positions including the air program, training, fire prevention and the emergency command center. The Unit will evaluate the diversity of experience in its testing and hiring process and both the depth and breathe of experience will be valued at a higher level.
4. The processes described in this policy may be superseded by CAL FIRE hiring policies and any changes in the Bargaining Unit 8 MOU, Section 9.2.3.
5. Permanent field and staff positions may be filled based on operational need of the Unit. Some positions have specific operational needs such as truck, hazmat or other operational skill and/or bureau positions have similar operational needs such as peace

officer or other technical skills. In these circumstances a competitive process including the top promotional candidates and inter and intra unit transfers will be utilized.

### **TRANSFER REQUESTS:**

1. For Transfer Requests (PO-104) to be considered valid, the following must be completed.
  - Transfer requests are purged on January 1<sup>st</sup> 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 signature of the employees Battalion and Division Chief.
  - Transfer request must have a copy of the employees resume' attached.
  - 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 an inter Unit transfer, the employees PO-104 will be purged from the transfer book.

**Note:** Transfer requests are not required for intra battalion or bureau movement only the approval of the respective Battalion and notification to the respective Division Chiefs.

**After transfers are approved, they must be forwarded to the Unit AO for filing.**

- Transfer request that are denied at the Battalion or Division level will have the reason communicated to the employee.

The Unit Chief may make changes to this policy as needed to maintain a fair and standard process of filling vacancies.