

Course Outline

COURSE: JFT 227 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2022 **CURRICULUM APPROVAL DATE:** 04/12/2022

SHORT TITLE: Chief Fire Officer 3A

LONG TITLE: Chief Fire Officer 3A Human Resource Management for Chief Fire

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.67	12.06
		Lab:	.67	12.06
		Other:	0	0
		Total:	1.34	24.12
		Total Learning Hrs:	48.24	

COURSE DESCRIPTION:

This course provides basic knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer. Includes developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program. This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training. **PREREQUISITE:** JFT 8.

PREREQUISITES:

Completion of JFT 8, as UG, with a grade of C or better.

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Identify different levels in the Executive Chief Officer certification track, the courses and requirements for Chief Fire Officer certification, and Develop an ongoing Education Training Program specific to agency mission and goals
2. Apply the requirements of the California Firefighters Procedural Bill of Rights Act to the roles and responsibilities of the Chief Fire Officer.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Demonstrate knowledge of the Incident Command System (ICS)

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/12/2022

LECTURE CONTENT:

- I. Chief Officer Certification Process (.5 Hours)
 - A. Executive Chief Officer certification track
 1. Company Officer
 2. Chief Fire Officer
 3. Executive Chief Officer
 - B. Courses required for Chief Fire Officer
 - C. Requirements for Chief Fire Officer
 - D. Certification task book process
 - E. Certification testing process
- II. Chief Fire Officer (3 hour)
 - A. Requirements for Chief Fire Officer certification in California
 - B. Wildland Fire Officer II certification as a co-requisite for Chief Fire Officer certification in California
- III. Duties for Fire Officer III (3 hours)
 - A. Qualifications of a Fire Officer III
 - B. Prerequisite knowledge of a Fire Officer III
 - C. General prerequisite skills of a Fire Officer III
 - D. Human resource management duties of a Fire Officer III
 - E. Community and government relations duties of a Fire Officer III
 - F. Inspection and investigation duties of a Fire Officer III
 - G. Emergency service delivery duties of a Fire Officer III
 - H. Health and safety duties of a Fire Officer III
 - I. Emergency management duties of a Fire Officer III
 - J. Administrative duties of a Fire Officer III

IV. Duties for Wildland Fire Officer II (4 hours)

A. Requisite knowledge required of a Wildland Fire Officer II

B. Mobilization duties of a Wildland Fire Officer II

C. Suppression duties of a Wildland Fire Officer II

V. Managing Personnel (1.5 hours)

A. Agency's policies and procedures

B. Legal requirements for reasonable accommodations

C. Develop plans for providing employee accommodation and communicate results orally and in writing

LAB CONTENT:

VI. Developing Hiring Procedures (1 hours)

A. Applicable regulations and standards; policies and procedures; and federal, state/provincial, and local laws

B. Hiring procedure components

C. Hiring procedures to ensure validity

D. Communicate hiring procedures to appointing authority orally and in writing

VII. Establishing Personnel Assignments (1 hours)

A. Minimum staffing requirements of the AHJ

B. Available human resources

C. Factors to consider when assigning personnel

D. Available human resources can best meet operational needs

E. Policies and procedures

F. Relate interpersonally, both orally and in writing, when assigning personnel

VIII. Defining the Requirements of the California Firefighters Procedural Bill of Rights Act (2 hours)

A. Disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act

B. Components of the notification and interrogation process required by the California Firefighters Procedural Bill of Rights Act

C. Protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act

D. California Firefighters Procedural Bill of Rights Act reduces risk and civil and criminal liability

IX. Professional Development (2 hours)

A. Interpersonal and motivational techniques

B. Professional development model

C. Implement goal setting techniques

D. Personal and professional goals

E. Member potential

X. Developing an Ongoing Education Training Program (2 hours)

A. Agency mission and goals

B. Needs assessment components

C. Training program development process

D. Ongoing education training program results orally and in writing

XI. Developing Promotion Procedures Chief Fire Officer (1 hour)

A. Applicable regulations and standards; policies and procedures; and federal, state/provincial, and local laws

B. Describe promotion procedure components

C. Promotion procedures

D. Stakeholders

E. Promotion procedures orally and in writing

F. Professional development and mentor members

XII. Employee Benefits (1 hour)

- A. Agency's benefit program
- B. Develop a benefit improvement proposal
- C. Benefit improvement proposal

XIII. Employee Safety (2 hours)

- A. Policies, procedures, codes, standards, and laws
- B. Accident and injury prevention program effectiveness
- C. Data and accepted safety practices
- D. Accident and injury prevention program

METHODS OF INSTRUCTION:

Skills Demonstration, Lecture, Lab, Scenario Training

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 8

Assignment Description

Written Assignment: How does a Chief Fire Officer encourage participation in the promotion process?

Required Outside Hours 8

Assignment Description

Written Assignment: Given a list of organizational vacancies and a list of appropriate personnel and their qualifications, students will be required to fill the vacancies.

Required Outside Hours 8

Assignment Description

Written Assignment: Determine whether an accident and injury prevention program is effective and compliant with applicable law.

METHODS OF EVALUATION:

Other methods of evaluation

Evaluation Percent 30

Evaluation Description

Evaluation of participation in and contributions to group activities/ discussions.

Objective examinations

Evaluation Percent 30

Evaluation Description

Evaluation of final examination and occasional tests for content and knowledge of the subject matter.

Writing assignments

Evaluation Percent 40

Evaluation Description

Evaluation of written analysis for content, form and application of mock presentation.

REPRESENTATIVE TEXTBOOKS:

Chief Officer: Principles and Practice , International Association of Fire Chiefs, Jones & Bartlett Learning , 2021.

12 Grade Verified by: Doug Achterman

Chief Fire Officer 3 a Student manual , 2022.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000577138

Sports/Physical Education Course: N

Taxonomy of Program: 213310