

FIRE 0174 - HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS - CO 2A

Catalog Description

Prerequisite: Completion of FIRE 102 with grade of "C" or better or completion of California State Firefighter II educational requirements
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Hours: 40 lecture

Description: Aligns with Company Officer 2A of the Company Officer Program. This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. (C-ID FIRE 200X) (CSU-with unit limitation)

Course Student Learning Outcomes

- CSLO #1: Compare theories of supervision, management, leadership concepts and practices in fire services.
- CSLO #2: Explain the advantages, disadvantages and effects of company officer leadership styles.
- CSLO #3: Identify basic supervisory, managerial, and leadership skills required for the fire service company officer in decision making, delegating, personnel motivation, communicating, time management, resource management, record keeping, team building, disciplinary functions, and dealing with change and stress.

Effective Term

Fall 2019

Course Type

Credit - Degree-applicable

Contact Hours

40

Outside of Class Hours

80

Total Student Learning Hours

120

Course Objectives

1. Apply human resource policies and procedures
2. Create a professional development plan
3. Demonstrate verbal and written communications during non-emergency incidents
4. Demonstrate effective verbal communications during emergency incidents
5. Describe techniques used to make assignments under stressful situations

6. Distribute issue-guided directions to unit members during training evolutions
7. Identify principles of supervision
8. Describe basic human resource management
9. Describe the objectives and procedures of a member evaluation program
10. Identify the signs and symptoms of member-related problems, such as substance abuse and stress
11. Describe concepts of organizational behavior
12. Describe principles of group dynamics
13. Explain the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act
14. Identify the most common causes of personal injury and accident to members
15. Describe fire service safety and wellness initiatives and programs
16. Conduct an accident review
17. Identify the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths
18. Interpret reports related to accidents, injuries, occupational illnesses, or death.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- CSU Transferable

Methods of Evaluation

- Objective Examinations
 - Example: Students will take a multiple-choice test on the five levels of needs according to Maslow's Hierarchy of Needs. A traditional grading scale will be used. Example Question: Which level on the Hierarchy is most important? A. Social, B. Security, C. Self-Actualization, D. None of the Above.
- Reports
 - Example: Students will write a memorandum to their company officer on a topic given by the instructor. Said memorandum will include all critical points as outlined by the instructor during the lecture. Grading will be based on an instructor created rubric and given to student.

Repeatable

No

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. The instructor will lecture on creation of a personal development plan. Students will then draft a personal development plan.
2. The instructor will lecture on the Firefighters Bill of Rights and students will provide an outline of the steps involved in the disciplinary process.

3. Following the lecture, students demonstrate through dramatizing or "role playing" an interaction with coworkers regarding conflict. Students will demonstrate both proper and improper conflict resolution.

Distance Learning

1. Online lecture on evaluation programs, followed by students describing and posting the objectives and procedures of a member evaluation program. Students are expected to read and comment on a minimum of 5 other students posts.

Typical Out of Class Assignments

Reading Assignments

1. Read the material on verbal communication in the textbook in preparation for working in small groups to complete a worksheet and present the group answers. 2. Read the material in the textbook on NFPA 1500 and be prepared to discuss in class how this standard affects departmental safety program.

Writing, Problem Solving or Performance

1. Create a list of five common hazards that endanger fire fighter health and safety. 2. Prepare an outline of items to discuss with subordinate during a performance evaluation session.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- Fire Officer Principles and Practice
 - Author: Michael Ward, MGA FIFireE
 - Publisher: Jones and Barlett
 - Publication Date: 2015
 - Text Edition: 3rd
 - Classic Textbook?:
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.