

# FIRE 0190 - HUMAN RESOURCE MANAGEMENT FOR CHIEF FIRE OFFICERS - 3A

## Catalog Description

Prerequisite: Meet the educational requirements for Company Officer by one of the following: completion of FIRE 174, 175, 176, 177, 178, and 179 with grades of "C" or better; or completion of Office of the State Fire Marshal Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I courses; or equivalent as determined by the Fire Technology Program Coordinator  
Hours: 26 lecture

Description: Designed for Company Officers advancing to the Chief Officer classification. 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. (not transferable)

## Course Student Learning Outcomes

- CSLO #1: Describe the human resource requirements related to the roles and responsibilities of a Chief Fire Officer.
- CSLO #2: Apply the requirements of the California Firefighters Procedural Bill of Rights Act to the roles and responsibilities of the Chief Fire Officer.

## Effective Term

Fall 2019

## Course Type

Credit - Degree-applicable

## Contact Hours

26

## Outside of Class Hours

52

## Total Student Learning Hours

78

## Course Objectives

1. Identify different levels in the Executive Chief Officer certification track, the courses and requirements for Chief Fire Officer certification;
2. Describe the certification task book and testing process;
3. Identify the California-specific requirements for a Chief Fire Officer on a summative exam;

4. Understand the NFPA (National Fire Protection Association) 1021 qualifications, and the human resource management, community and government relations, administrative, inspection and investigation, emergency service delivery, health and safety, and emergency management duties of a Chief Fire Officer on a summative exam;
5. Identify the requisite knowledge required of a Wildland Fire Officer II;
6. Develop a plan for providing an employee accommodation, including adequate information to justify the requested change(s);
7. Develop procedures for hiring members, ensuring a valid and reliable process based on legal requirements;
8. Develop or establish personnel assignments, maximizing efficiency in accordance with policies and procedures;
9. Define the requirements of the California Firefighters Procedural Bill of Rights Act as they apply to the roles and responsibilities of the Chief Fire Officer;
10. Describe methods of facilitating and encouraging members to participate in professional development to achieve their personal and professional goals;
11. Develop an ongoing Education Training Program specific to agency mission and goals;
12. Develop procedures and programs for promoting members, ensuring a valid, reliable, job-related, and nondiscriminatory process;
13. Develop a proposal for improving an employee benefit, including adequate information to justify the requested benefit improvement;
14. Develop a measurable accident and injury prevention program.

## 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

- Not Transferable

## Methods of Evaluation

- Classroom Discussions
  - Example: The instructor will lead a class discussion on facilitating and encouraging professional development. Following the discussion, students will conduct a mock professional development counseling session. Grading will be based on an instructor provided rubric.
- Objective Examinations
  - Example: Students will be given a multiple choice test where they will identify key components of the Firefighters Bill of Rights Act. A traditional grading scale will be used. Example Question: An employee who is subject to discipline must be given a: A. Skelly Hearing, B. Arbitration, C. A Lawyer, D. None of the above.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. The instructor will lecture on the Americans with Disabilities Act and students will provide examples of how their cities have been able to make reasonable accommodation for employees.
2. The instructor will lecture on the Firefighters Procedural Bill of Rights Act and lead a discussion on how the Chief Fire Officer ensures their subordinates are complying with the Act.

#### Distance Learning

1. Instructor online lecture on fire service educational programs, followed by students developing an ongoing Education Training Program specific to agency mission and goals.

## Typical Out of Class Assignments

### Reading Assignments

1. The student will read the material on an education training needs assessment and develop a survey to distribute to the class.
2. The student will read material in the textbook on developing a job description and then develop a job announcement that is compliant with industry best practices.

### Writing, Problem Solving or Performance

1. Given a job description, students will develop questions for the oral interview process.
2. Perform an educational program needs assessment by developing a survey to distribute to the class.

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

### Required Materials

- Chief Officer Principles and Practices
  - Author: International Association of Fire Chiefs and National Fire Protection Association
  - Publisher: Jones and Barlett Learning
  - Publication Date: 2015
  - Text Edition: 1st
  - Classic Textbook?:
  - OER Link:
  - OER:

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