Course Outline

COURSE: JFT 227  DIVISION: 50  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2017  CURRICULUM APPROVAL DATE: 10/10/2016

SHORT TITLE: Chief Fire Officer 3A

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

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COURSE DESCRIPTION:

This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer including 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. PREREQUISITE: JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Firefighter Safety Firefighter professional educational track Understanding of the personnel assignments.

PREREQUISITES:

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

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

12/14/2016 1
STUDENT LEARNING OUTCOMES:
1. Identify the prerequisite 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.
Measure of assessment: Written Exam
Year assessed, or planned year of assessment: Fall 2017
Institution Outcome Map: 1. Communication, 3. Information Competency, 7. Content Specific
2. Given applicable policies and legal requirements, develop procedures and programs for promoting members, ensuring a valid, reliable, job-related, and nondiscriminatory process.
Measure of assessment: Skills Demonstration, Class Exercise
Year assessed, or planned year of assessment: Fall 2017

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/10/2016
Lecture Content:
Unit 1
Topic 1-1 Orientation and Administration
1. Facility requirements
2. Classroom requirements
3. Review course syllabus
Topic 1-2: Executive Chief Officer Certification Process
1. The different levels of certification in the Executive Chief Officer certification track
2. The courses required for Chief Fire Officer
3. Other requirements for Chief Fire Officer
4. The certification task book process
5. The certification testing process
Topic 1-3: Definition of Chief Fire Officer
1. Requirements for Chief Fire Officer certification in California
2. The need for Wildland Fire Officer II certification as a co-requisite for Chief Fire Officer certification in California
Topic 1-4: Definition of Duties for Fire Officer III
1. Prerequisite qualifications of a Fire Officer III
2. General prerequisite knowledge of a Fire Officer III
3. General prerequisite skills of a Fire Officer III
4. Human resource management duties of a Fire Officer III
5. Community and government relations duties of a Fire Officer III
6. Administrative duties of a Fire Officer III
7. Inspection and investigation duties of a Fire Officer III
8. Emergency service delivery duties of a Fire Officer III
9. Health and safety duties of a Fire Officer III
10. Emergency management duties of a Fire Officer III
Topic 1-5: Definition of Duties for Wildland Fire Officer II
1. Requisite knowledge required of a Wildland Fire Officer II:
2. Mobilization duties of a Wildland Fire Officer II
3. Suppression duties of a Wildland Fire Officer II

Unit 2: Managing Personnel

Topic 2-4: Defining the Requirements of the California Firefighters Procedural Bill of Rights Act
1. The disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act.
2. The components of the notification and interrogation process required by the California Firefighters Procedural Bill of Rights Act.
3. The protection of basic rights offered by the California Firefighters Procedural Bill of Rights Act.
4. How the California Firefighters Procedural Bill of Rights Act reduces risk and civil and criminal liability

Lab Content:

Unit 2: Managing Personnel

Topic 2-1: Developing Plans for Providing Employee Accommodation
1. Determine agency’s policies and procedures
2. Identify legal requirements for reasonable accommodations
3. Conduct research as needed to develop plans for providing employee accommodation and communicate results orally and in writing

Topic 2-2: Developing Hiring Procedures
1. Applicable regulations and standards; policies and procedures; and federal, state/provincial, and local laws
2. Hiring procedure components
3. Evaluating hiring procedures to ensure validity

Topic 2-3: Establishing Personnel Assignments
1. Minimum staffing requirements of the AHJ
2. Available human resources
3. Factors to consider when assigning personnel
4. How available human resources can best meet operational needs
5. Policies and procedures

Unit 3: Professional Development

Topic 3-1: Describing Methods of Facilitating and Encouraging Professional Development
1. Interpersonal and motivational techniques
2. Professional development model
3. Goal setting techniques
4. Evaluating personal and professional goals

Topic 3-2: Developing an Ongoing Education Training Program
1. Agency mission and goals
2. Needs assessment components

Topic 3-3: Developing Promotion Procedures
1. Regulations and standards; policies and procedures; and federal, state/provincial, and local laws
2. Promotion procedure components

Unit 4: Employee Benefits

1. Benefit program
2. Developing a benefit improvement proposal

Unit 5: Employee Safety
1. Applicable policies, procedures, codes, standards, and laws
2. Methods to determine accident and injury prevention program effectiveness

OUT OF CLASS ASSIGNMENTS:
8 HOURS
Written Assignment: How does a Chief Fire Officer encourage participation in the promotion process?
8 HOURS
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.
8 HOURS
Written Assignment: Determine whether an accident and injury prevention program is effective and compliant with applicable law.

METHODS OF INSTRUCTION:
Skills Demonstration, Lecture, Lab, Scenario Training

METHODS OF EVALUATION:
Other methods of evaluation
Percent of total grade: 30.00 %
Evaluation of participation in and contributions to group activities/discussions.
Objective examinations
Percent of total grade: 30.00 %
Evaluation of final examination and occasional tests for content and knowledge of the subject matter.
Writing assignments
Percent of total grade: 40.00 %
Evaluation of written analysis for content, form and application of mock presentation.

REPRESENTATIVE TEXTBOOKS:
Required Representative Textbooks
Reading Level of Text, Grade: 12 Verified by: Doug Achterman

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:

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Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: JFT
CSU Crosswalk Course Number: 227
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours: 1
Minimum Hours: 1
Course Control Number: CCC000577138
Sports/Physical Education Course: N
Taxonomy of Program: 213300