

### 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

<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

**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:**

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

**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

Institution Outcome Map: 2. Cognition, 4. Social Interaction, 7. Content Specific

**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

International Association of Fire Chiefs. Chief Officer: Principles and Practice . Jones & Bartlett Learning ,2015.

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:

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