

**California Fire Chiefs' Association  
Administrative Fire Services Section  
Professional Recognition Program**



**Task Book for the Professional Recognition  
of  
Administrative Fire Services Section  
Level Two**

Task Book Assigned to:

Task Book Initiated by:

Official's Name, Title, and Telephone Number:

Location and Date of the Task Book Initiation:

Location and Date of the Task Book Completion:

The material contained in this book accurately defines the performance expected of the person fulfilling the position for which it was developed. This task book is to be used as a position qualification document in accordance with the instruction contained in the California Fire Chiefs' Association *Career Development Guide*.

## **Prerequisites**

In order to participate in this program, the applicant must be an employee of a recognized fire protection agency within the State of California. The applicant may be full time or part time, permanent or temporary. To apply for Level Two, the applicant must complete Level One.

## **Instructions**

Each Position Task Book lists the performance requirements (tasks) for a specific level in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the California Fire Chiefs' Association that the individual should receive professional recognition in that position.

Evaluation and confirmation of the individual's performance of all tasks should involve more than one evaluator, when possible. The evaluation can occur in day-to-day observations, as a result of classroom exposure, or it can be from examination or interviews of the nominee. All types of work conditions may be employed to observe the task completion. It is very important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before submittal. Every effort should be made to find the best references, resources, training, and exposure to prepare the person for success. Every effort needs to be made to ensure fair and appropriate evaluations in order for the process to be meaningful. The agency is expected to use the *Career Development Guide* to measure the applicant's proficiency level.

## **Position Task Book Completion**

The Chief of the Department will review the task book upon its completion. If approved, the task book will be forwarded to the California Fire Chiefs' Association, along with appropriate fees, and a professional recognition certificate will be issued.

If the task is outside the scope of the applicant's job description, he or she must be able to demonstrate a working knowledge of the task to the evaluator.

## Task List

Code: There are three codes that may be entered in the check-off list:

- C Classroom
- O Observation on the job
- E Examination

Task	Page	Date	Evaluator	Notes	Code
Understand the Culture of the Fire Service	6				
Complete ICS 200	7				
Understand Agency Retirement System	8				
Compliance with Federal/State Regulations	9				
Complete Payroll Documents	10				
Formulate Documents	11				
Compliance with NFIRS	12				
Process Federal/State Certifications	13				
Use of Federal/State Mutual Aid Resources	14				
Supervise Assigned Personnel	15				
Implement Financial Procedures	16				
Resolve Conflict and Confrontational Incidents	17				
Risk Management	18				
Interact with Elected/Appointed Officials	19				

<b>Task</b>	<b>Page</b>	<b>Date</b>	<b>Evaluator</b>	<b>Notes</b>	<b>Code</b>
Handle Traumatic and Unanticipated Incidents	20				
Basic Leadership Techniques	21				
Calendar Events and Time Management	22				
Recruitment, Selection, and Hiring	23				
Web Site and Information Technology	24				
Understand Labor Relations	25				
Represent Your Agency	26				
Confidential and Ethical Values	27				
Planning for the Future: Understanding Self-Assessment of Fire Agencies	28				

The agency is expected to use the career development guide to measure the applicant's level of proficiency.

**Verification /Recommendation of Completed Task Book  
for the Position of  
Administrative Fire Services Section  
Level Two**

**Supervisor's Final Evaluation and Verification**

**I have reviewed this task book and the included evaluations and recommendations.**

\_\_\_\_\_  
**Applicant's name**

**has performed satisfactorily as a trainee and should therefore be given professional recognition at this level.**

\_\_\_\_\_  
**Evaluator's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator's printed name, title, and phone number**

**Agency Endorsement**

**I attest, based upon the information provided, that the above named applicant has met the requirements for professional recognition for this position and that such recognition should be issued by the California Fire Chiefs' Association.**

\_\_\_\_\_  
**Fire Chief's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name/agency name/phone number**

<b>Received by CFCA</b>		<b>Date</b>
<b>Approved by President</b>		<b>Date</b>
<b>Certificate issued</b>		<b>Date</b>
<b>Candidate's File Returned</b>		<b>Date</b>

