

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE:</u>
FIRE CERTIFICATION SPECIALIST I	15281	06/01/2015
FIRE CERTIFICATION SPECIALIST II	15282	06/01/2015
FIRE CERTIFICATION SPECIALIST SUPERVISOR	15283	07/01/2013

FIRE CERTIFICATION SPECIALIST I

POSITION CODE: 15281

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, audits local fire jurisdictions' training records and reimbursement claims to establish compliance with Office of the State Fire Marshal (OSFM) administrative rules, regulations, policies and procedures; proctors fire protection personnel certification examinations; promotes participation in the certification program offered by the OSFM to local fire jurisdictions by explaining program purpose, benefits, administrative rules, regulations, policies and procedures to local entities; maintains a record of jurisdictions contacted.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Audits participating fire jurisdictions' training records for compliance with the OSFM's Division of Personnel Standards and Education rules for training certification and claims for reimbursement programs; notifies audited jurisdiction of results and recommends corrective action when necessary.
2. Advises and guides fire department personnel in establishing OSFM approved training programs.
3. Responds to inquiries regarding the certification program; explains the administrative rules, policies and procedures of division programs, including claims for reimbursement processes; advises and guides fire department personnel in establishing and developing OSFM approved training programs.
4. Makes presentations to promote the certification program and to provide notification of new and revised policies, rules and standards.
5. Instructs fire department personnel in methods of training delivery, recordkeeping, and similar subjects pertinent to the certification program.

FIRE CERTIFICATION SPECIALIST I (continued)

6. Proctors the written certification examinations in accordance with division testing procedures.
7. Maintains records of time sheets and activities relative to training and certification programs.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with primary concentration in fire science, business or public administration.

Requires State of Illinois certification as a Fire Service Instructor II.

Requires five years of documented fire service experience as a firefighter in a fire department.

Requires three years of experience in a training environment instructing and developing training programs.

Successful applicants must obtain certification as a Fire Training Program Manager within twelve months of hire; failure to obtain such certification within the allotted time frame is grounds for dismissal.

Knowledges, Skills and Abilities

Requires working knowledge of OSFM's Division of Personnel Standards and Education policies and procedures.

Requires working knowledge of principles, practices and procedures utilized in the development and implementation of fire personnel training and education leading to certification of fire personnel.

Requires working knowledge of computers and their use.

Requires ability to communicate effectively both orally and in written form.

Requires ability to maintain a comprehensive record system.

Requires ability to speak before public groups.

Requires ability to identify issues of non-compliance with fire certification training standards and effect corrections.

Requires ability to interpret and explain agency policies and procedures.

Requires ability to establish and maintain satisfactory working relationships with fire service organizations, local officials and the general public.

Requires ability to conduct workshops or conferences, and instruction in both oral and written methods, using instructional tools.

FIRE CERTIFICATION SPECIALIST II

POSITION CODE: 15282

DISTINGUISHING FEATURES OF WORK:

Under general supervision, audits practical (skill) objectives of certification programs for accuracy and appropriateness; conducts Course and Examination Equivalency Reviews of Office of the State Fire Marshal (OSFM) non-approved teaching entities; reviews examination site requests for approval and safety aspects of participating agencies; audits local fire jurisdictions' training records and reimbursement claims for compliance with OSFM rules and regulations; conducts visits to local fire departments to provide instruction and guidance in training record compliance and audit preparation; promotes the skills development and certification program offered by the OSFM to local governments and fire protection jurisdictions by explaining program purpose, benefits, administrative rules, policies and procedures; provides information on new program standards and revisions to existing ones; proctors the state written examinations in accordance with OSFM protocol; responds to inquiries regarding the certification program; may assist lower level Fire Certification Specialists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Audits practical (skill) objectives of certification programs, training records, claims for reimbursement, course approvals, site approvals, and all safety aspects of fire jurisdictions to ensure compliance with the established administrative rules, policies and procedures of the OSFM Division of Personnel Standards and Education programs; notifies audited jurisdiction of results and recommends corrective action, if warranted.
2. Conducts equivalency reviews of OSFM non-approved courses, examinations, and Fire Officer Levels to determine whether division standards have been met; notifies candidates of results.
3. Conducts fire department visits to instruct local fire department personnel in training record compliance and audit preparation; advises and guides in the establishment of OSFM approved training programs; attends geographical fire service meetings.
4. Serves as a resource person by responding to inquiries regarding the certification program; explains the administrative rules, policies and procedures of division programs, including claims for reimbursement processes.

FIRE CERTIFICATION SPECIALIST II (continued)

5. Speaks to governmental and fire service entities to promote the certification programs and to provide notification of new and revised policies, rules and standards.
6. Audits Operation and Technician level courses for compliance with division standards; proctors the written certification examinations in accordance with the division's testing procedures.
7. Maintains record of time sheets and activities relative to training and certification programs.
8. May assist in training lower level Fire Certification Specialists to perform skill audits.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with primary concentration in fire science, business or public administration.

Requires State of Illinois certification as a Fire Officer III; or, certification as a Fire Officer II plus certifications at specialized firefighter levels.

Requires State of Illinois certification as a Fire Service Instructor III.

Requires five years of documented fire service experience as a firefighter in a fire department.

Requires three years of experience in a training environment instructing and developing training programs.

Requires four years of administrative experience in a fire service environment.

Successful applicants must obtain certification as a Fire Training Program Manager within twelve months of hire; failure to obtain such certification within the allotted time frame is grounds for dismissal.

Knowledges, Skills and Abilities

Requires extensive knowledge of OSFM's Division of Personnel Standards and Education policies and procedures.

Requires extensive knowledge of principles, practices and procedures utilized in the development and implementation of fire personnel training and education leading to certification of fire personnel.

Requires ability to evaluate practical skill examinations for correctness.

FIRE CERTIFICATION SPECIALIST II (continued)

Requires ability to demonstrate and teach appropriate safety and skill-objective methods and techniques.

Requires ability to communicate effectively both orally and in written form.

Requires ability to develop and maintain a comprehensive record system.

Requires ability to speak before public groups.

Requires ability to analyze program problems against training standards and suggest corrections to problems.

Requires ability to work with local and county governments and fire service organizations.

Requires ability to interpret agency policies and procedures.

Requires ability to establish and maintain satisfactory working relationships with fire service organizations, local officials and the general public.

Requires ability to conduct workshops or conferences, and instruction in both oral and written methods, using instructional tools.

FIRE CERTIFICATION SPECIALIST SUPERVISOR

POSITION CODE:15283

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises and coordinates the work of Fire Certification Specialists performing training record audits and practical (skill) audits of agencies participating in the Office of the State Fire Marshal (OSFM) certification programs; promotes benefits of OSFM certification programs to engender interest and encourage participation. Assigns and reviews work, provides guidance and training to staff. Counsels staff on work performance, completes and signs performance evaluations; acts as a liaison between the OSFM and local fire jurisdictions to resolve disputes related to certification programs; in the absence of the Division of Personnel Standards and Education Manager, assumes the Division Manager's responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides direct supervision to Fire Certification Specialists; assigns and reviews work; provides guidance and training to staff; completes and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives; in the absence of the Division of Personnel Standards and Education Manager, assumes the Division Manager's responsibilities.

FIRE CERTIFICATION SPECIALIST SUPERVISOR (Continued)

2. Serves as a liaison between local fire jurisdictions and the OSFM by attempting to resolve complaints, appeals and hearings associated with training certification, and audits. Makes recommendations for site and course approval. Interprets the administrative rules, policies and procedures of division programs.
3. Audits practical (skill) objectives of certification programs, training records, claims for reimbursement, course approvals, site approvals, and all safety aspects of participating jurisdictions to establish compliance with the administrative rules, policies and procedures of division programs; notifies audited jurisdiction of results and recommends corrective action.
4. Makes presentations to promote the certification program and provide notification of new and revised policies, rules and standards.
5. Conducts equivalency reviews of OSFM non-approved courses, examinations, and Fire Officer Levels to determine whether division standards have been satisfied; notifies candidates of results.
6. Maintains recordkeeping of staff activities and prepares reports in compliance with agency rules.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with primary concentration in fire science, business or public administration.

Requires State of Illinois certification as a Fire Officer III.

Requires State of Illinois certification as a Fire Service Instructor III.

Requires State of Illinois certification as Fire Training Program Manager.

Requires five years of experience in a training environment instructing and developing training programs.

Requires four years of administrative experience in a fire service environment.

Knowledges, Skills and Abilities

Requires thorough knowledge of OSFM's Division of Personnel Standards and Education policies and procedures.

FIRE CERTIFICATION SPECIALIST SUPERVISOR (Continued)

Requires thorough knowledge of principles, practices and procedures utilized in the development and implementation of fire personnel training and education leading to certification of fire personnel.

Requires ability to communicate effectively both orally and in written form.

Requires ability to operate a computer and utilize relevant software

Requires ability to develop and maintain a comprehensive record system.

Requires ability to speak before public groups.

Requires ability to analyze program problems against training standards and suggest corrections to problems.

Requires ability to work with local and county governments and fire service organizations.

Requires ability to interpret agency policies and procedures.

Requires ability to establish and maintain satisfactory working relationships with local officials and the general public.

Requires ability to conduct workshops or conferences, and instruction in both oral and written methods, using instructional tools.