

FT R200: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS - 2A

Originator

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Name(s)

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College

Oxnard College

Attach Support Documentation (as needed)

company-officer-2a-course-plan.pdf

Discipline (CB01A)

FT - Fire Technology

Course Number (CB01B)

R200

Course Title (CB02)

Human Resource Management for Company Officers - 2A

Banner/Short Title

Human Resource Management CO

Credit Type

Credit

Honors

No

Start Term

Fall 2021

Catalog Course Description

This course aligns with Company Officer 2A of the Company Officer Program. This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

Taxonomy of Programs (TOP) Code (CB03)

2133.00 - *Fire Technology

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Alternate grading methods

(E) Credit by exam, license, etc.

Does this course require an instructional materials fee?

Yes

Fee Amount

140.00

What personal property or material does the student need that the fee pays for?

1 @ \$140.00 each registration/certification fee paid to State of California Fire Marshal (California Fire Service Training and Education System - CFSTES).

Identify a specific course objective that cannot be met but for the use of the materials at issue.

Certificates contribute to the professional growth of the firefighter pursuing the Company Officer certification.

Describe how the material has continuing value outside the classroom.

Industry certifications stay with the student for life and aid in the job placement and career advancement of the student.

Is the amount of materials the students must supply, or the amount that they receive in exchange for the fee that is charged, consistent with the amount of material necessary to meet the required objectives of the course?

Yes

If students pay a fee rather than furnishing their own materials, why do they have to pay a fee rather than supply the materials themselves? Is the district/college the only source of the materials? If not, is there a health or safety reason for the district/college to supply the materials? If not, will the district/college supply the materials more cheaply than they can be obtained elsewhere, AND at the district's/college's actual cost?

This is a State Fire Marshal Accredited Course with a required registration fee. Students cannot register with the Fire Marshal directly and required materials are distributed to students at the first class meeting.

Specify the month and year in which the fee amount, or list of material provided, was reviewed by the host department to ensure that the preceding standards continue to be met.

November, 2020

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

40

Maximum Contact/In-Class Lecture Hours

40

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

40

Total Maximum Contact/In-Class Hours

40

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

80

Maximum Outside-of-Class Hours

80

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

120

Total Maximum Student Learning Hours

120

Minimum Units (CB07)

2

Maximum Units (CB06)

2

Limitations on Enrollment

Others (specify)

Other Limitations on Enrollment

Fire Fighter II educational requirements or four (4) years as a career fire fighter or six (6) years as a volunteer fire fighter.

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Demonstrate the ability to assign, direct and supervise staff members in emergency, non-emergency situations, training evolutions and other complex tasks. |
| 2 | Describe the key components of an employee evaluation program including dealing with unsatisfactory performance and developing an improvement plan following applicable policies and procedures including the Firefighter Bill of Rights (FBOR). |
| 3 | Demonstrate the ability to apply a comprehensive safety program including fitness and wellness, safety regulations and performing an accident review. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|----|--|
| 1 | Apply human resource policies and procedures. |
| 2 | Create a professional development plan. |
| 3 | Demonstrate verbal and written communications during non-emergency incidents. |
| 4 | Demonstrate effective verbal communications during emergency incidents. |
| 5 | Describe techniques used to make assignments under stressful situations. |
| 6 | Distribute issue-guided directions to unit members during training evolutions. |
| 7 | Identify principles of supervision. |
| 8 | Describe basic human resource management. |
| 9 | Describe the objectives and procedures of a member evaluation program. |
| 10 | Identify the signs and symptoms of member-related problems, such as substance abuse and stress. |
| 11 | Describe concepts of organizational behavior. |
| 12 | Describe principles of group dynamics. |
| 13 | Explain the disciplinary process as it relates to the California Firefighters Procedural Bill of Rights Act. |
| 14 | Identify the most common causes of personal injury and accident to members. |
| 15 | Describe fire service safety and wellness initiatives and programs. |
| 16 | Conduct an accident review. |
| 17 | Identify the causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths. |
| 18 | Interpret reports related to accidents, injuries, occupational illnesses, or death. |

Course Content**Lecture/Course Content**

1. Orientation and Administration
 - a. Review of facilities
 - b. Review of classroom requirements
 - c. Review of syllabus, participation, assignments and evaluation methods
2. Fire Officer Certification Track Course Requirements
 - a. Level I requirements
 - b. Level II requirements

- c. The capstone task book process
- d. The capstone testing process
- 3. Duties of a Company (Level I) Officer
 - a. Use of personnel to accomplish assignments
 - b. Dealing with the community
 - c. General administrative functions
 - d. Supervising emergency operations
 - e. Conducting inspections and investigations
 - f. Implementing health and safety plans and procedures
- 4. Human Resource Management
 - a. Human resource policies and procedures
 - b. Administrative procedures
 - i. Transfers
 - ii. Promotions
 - iii. Compensation
 - iv. Member benefits
 - v. Sick leave/vacation
 - vi. Commendations
 - vii. Disciplinary actions
 - viii. Grievances
- 5. Professional Development Plans
 - a. Steps to create a plan
 - b. Professional development options
 - i. Job shadowing
 - ii. Mentoring
 - iii. Continuing education
- 6. Assigning Non-emergency Tasks
 - a. Verbal communication
 - b. Written communication
 - c. Techniques used to make assignments
 - d. Methods of confirming understanding
 - e. Developing instructions for frequently assigned tasks
- 7. Assigning Emergency Tasks
 - a. Verbal communication during emergency incident
 - b. Techniques to make assignments in stressful situations
 - c. Methods of confirming understanding
 - d. Developing condensed instructions for frequently assigned tasks
- 8. Directing Training Evolutions
- 9. Supervising and Coordinating the Completion of Assignments
 - a. Principles of supervision
 - b. Basic human resource management
 - c. Setting priorities
- 10. Performance Evaluations
 - a. Job descriptions
 - b. Evaluation objectives and procedures
 - c. Common evaluation errors
 - d. Planning and conducting evaluations
- 11. Recommending Action for Member Related Problems
 - a. Signs and symptoms of problems
 - i. Substance abuse
 - ii. Acute, chronic and delayed stress
 - b. Causes and effect of stress in emergency service personnel
 - c. Employee assistance policies and procedures
 - d. Developing a course of action for members in need of assistance
- 12. Improving Member Performance
 - a. Identifying problems
 - b. Concepts of organizational behavior
 - c. Principles of group dynamics
 - d. Leadership styles

- e. Types of power in leadership
- f. Principles of interpersonal dynamics
- 13. Impact of the FFPBOR
 - a. The disciplinary process as it relates to the FPBOR
 - b. Components of the notification and interrogation process
 - c. Rights and protections offered by the FPBOR
- 14. Application of Safety Regulations
 - a. Common causes of personal injury and accidents
 - b. Safety policy and procedures
 - c. Basic workplace safety
 - d. Components of an infectious disease program
- 15. Wellness and Fitness Programs
 - a. National death and injury statistics
 - b. Fire service safety and wellness initiatives and programs
- 16. Initial Accident Review
 - a. Procedures for conducting an accident review
 - b. Fact finding procedures
- 17. Analyzing and Reporting on a Member's History
 - a. Causes of unsafe acts, exposures and conditions that result in injuries or deaths
 - b. Interpreting accident, illness and death reports
 - c. HIPAA (Health Insurance Portability and Accountability Act) requirements

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Group projects
Individual projects
Objective exams
Oral presentations
Quizzes
Role playing
Reports/papers
Research papers
Simulations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Computer-aided presentations
Class activities
Class discussions
Case studies
Distance Education
Group discussions
Instructor-guided interpretation and analysis
Lecture
Role-playing
Small group activities

Describe specific examples of the methods the instructor will use:

1. The instructor will lecture on creation of a personal development plan. Students will then draft a personal development plan.
2. The instructor will lecture on the Firefighters Bill of Rights and students will provide an outline of the steps involved in the disciplinary process.

- Following the lecture, students demonstrate through dramatizing or “role playing” an interaction with coworkers regarding conflict. Students will demonstrate both proper and improper conflict resolution.

Representative Course Assignments

Writing Assignments

- Create a list of five common hazards that endanger fire fighter health and safety.
- Prepare an outline of items to discuss with subordinate during a performance evaluation session.
- Students will write a memorandum to their company officer on a topic given by the instructor. Said memorandum will include all critical points as outlined by the instructor during the lecture.

Critical Thinking Assignments

- Role playing exercises: Leaderless group exercises, subordinate counseling team building exercises
- Conduct an initial accident review, documenting the incident and processing in accordance with department policies and procedures.
- Complete an evaluation of a unit member, accurately describing their job performance in accordance with human resource policies and procedures.

Reading Assignments

- Read the material on verbal communication in the textbook in preparation for working in small groups to complete a worksheet and present the group answers.
- Read the material in the textbook on NFPA 1500 and be prepared to discuss in class how this standard affects departmental safety program.

Outside Assignments

Representative Outside Assignments

- Pre-course reading and writing assignment of up to three hours
- Case studies
- Weekly chapter assignments
- Weekly Formative Quizzes
- : Prepare subordinate evaluations, accident reports and budget justifications

Articulation

C-ID Descriptor Number

FIRE 200 X

Status

Aligned

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

International Fire Service Training Association. *Fire and Emergency Services Company Officer*. 5th ed., Fire Protection Publications, 2014. Most recent edition available. Phoenix AZ

Resource Type

Textbook

Classic Textbook

No

Description

Ward, Michael J. *Fire Officer: Principles and Practice*. Jones & Bartlett Learning, 2019.

Description

Tiedemann, J. Scott, and Christopher Platten. *Pocket Guide to the Firefighters Procedural Bill of Rights Act*. California Public Employee Relations, 2019.

Distance Education Addendum

Definitions

Distance Education Modalities

- Hybrid (51%–99% online)
- Hybrid (1%–50% online)
- 100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will post a discussion board topic such as the recent LAFD multiple Firefighter Injury incident and they will respond to another classmate or two with the intent for dialogue.
Asynchronous Dialog (e.g., discussion board)	Students will share their thoughts of the online lectures in an online chat with their classmates.
Synchronous Dialog (e.g., online chat)	Instructor will place students in a simulated personnel issue such as conflict within a fire station that a resolution must be developed. Students will then deliver their resolution.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will post a discussion board topic such as the recent LAFD multiple Firefighter Injury incident and they will respond to another classmate or two with the intent for dialogue.
Asynchronous Dialog (e.g., discussion board)	Students will share their thoughts of the online lectures in an online chat with their classmates.
Other DE (e.g., recorded lectures)	Students will view online lecture through the District LMS.
Synchronous Dialog (e.g., online chat)	Instructor will place students in a simulated personnel issue such as conflict within a fire station that a resolution must be developed. Students will then deliver their resolution.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will post a discussion board topic such as the recent LAFD multiple Firefighter Injury incident and they will respond to another classmate or two with the intent for dialogue.
Other DE (e.g., recorded lectures)	Students will view online lectures through the District LMS.
Synchronous Dialog (e.g., online chat)	Students will meet online with Instructor via Zoom.
Synchronous Dialog (e.g., online chat)	Instructor will place students in a simulated personnel issue such as conflict within a fire station that a resolution must be developed. Students will then deliver their resolution.
Synchronous Dialog (e.g., online chat)	Instructor will lead students viz Zoom in a public relations event. The student will identify potential safety issue that may develop during this event.

Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

FIRE TECHNOLOGY

Review and Approval Dates**Department Chair**

09/09/2020

Dean

09/09/2020

Technical Review

09/23/2020

Curriculum Committee

09/23/2020

DTRW-I

10/08/2020

Curriculum Committee

10/14/2020

Board

11/10/2020

CCCCO

11/15/2020

Control Number

CCC000620118

DOE/accreditation approval date

MM/DD/YYYY

