STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Working Title of Position	Communications Operator
Division and/or Subdivision	San Mateo – Santa Cruz Unit
Location of Headquarters	Felton
Class Title of Position	Communications Operator
Position Number	542-117-1670-VAR
Effective Date	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Battalion Chief and direction of the duty ECC Officer, the person assigned to the position identified above performs the duties and assumes the responsibilities indicated below:
40%	*Work in a 24-hour Communications Center, operates 911 telephone equipment, receives telephone calls reporting emergencies or requesting assistance, records all vital information regarding the incident. *Enters all information into the Computer Aided Dispatch system or records on written report form. *Receive calls simultaneously, prioritize them and maintain status of each. *Dispatches emergency personnel and equipment such as fire engines, ambulances, law enforcement, fire aircraft and fire crews via radio or telephone to specific locations as ordered or determined by the dispatching system. *Maintains current status of emergency equipment and personnel using the status board, Computer Aided Dispatch (CAD) system and Interagency Resource Ordering Capability (IROC) system. *Operates radio transmitting and receiving equipment, selects frequencies, adjusts levels, operates tone encoder, selects appropriate repeater as necessary. *Acknowledges radio traffic and relays information to mobile units, administrative personnel and cooperating agencies as required. *Makes notification of emergency and other operational information to cooperating agencies and CAL FIRE personnel as required by established procedures or at the request of the ECC Officer.
30%	As OES Santa Cruz County Operational Coordinator, must be familiar with local, state and federal fire agencies and jurisdictions, mutual aid and automatic aid agreements. Familiar with California Field Operations Guide, resource types, strike team configurations, Incident Command System, qualifications and positions.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Employee must be available to work day and/or night shifts or a combination of each on a rotational basis, including weekends and holidays. As well as remain on duty and/or be called back to duty on short notice and for extended periods of time due to operational need and/or emergency activity.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Communications Operator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	Performs clerical duties such as typing, filing, preparing written and electronic reports, operating office equipment and maintaining activity logs. Operates a computer utilizing a variety of office software. Interacts daily with the public, media and allied agencies releasing information of a general nature, including fire information, control burns, burn status and weather. *Ability to use and interpret maps, mapping systems and programs.
10%	Participates in project assignments that may include but are not limited to: • *Maintenance of the Emergency Resource Directory • *Editing the CAD database • *Updating CAD files • *Compiling Fire Report list • *Process and compile statistical data for reports • *Maintain weather records • Update Department manuals, handbooks and issuance
5%	Other duties including but not limited to: participates in training to maintain certifications. Participate in training cadres or assist in the training of newly assigned personnel. Respond to emergencies and travel to other dispatch centers for training or emergencies. Operate state owned vehicles. Facility maintenance and upkeep.
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