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.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
</table>

**Position Description**
Under the direction of the Assistant Region Chief, performs or is responsible for the performance of the following activities:

30%

*Maintain liaison with other agencies. Plan and administer local government fire protection in accordance with state standards. Knowledge of public relations methods and interagency relationships in conservation programs in California; personnel, fiscal and property management, and the ability to develop and maintain plans for mutual-aid and cooperative fire protection systems; ability to plan for and manage contractual services.

20%

*Have knowledge of fire methods and the organization and equipment used to detect and suppress forest and other fires; State forest and fire law methods of enforcement, including civil and criminal investigations and the rules of evidence and court procedures; types, behaviors and characteristic of forest, watershed and structural fires; and the methods of attack for effective fire suppression; construction and maintenance work as applies to facility maintenance, forest improvements and similar conservation projects; safety practices; forest insect and disease control and information techniques; fire fire dispatching; training and personnel administration.

20%

*Knowledge of conservation camp organization and objectives; budgeting purchasing and fiscal record keeping; fire leadership for major fires. Ability to train and direct a regular work force, and to assume command of and organize and direct the work of an expanded work force under critical time conditions on emergency operations.

*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:**

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

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**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

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**Personnel use only**

**Posted to Directory**

**Initials and date**
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>*Responsible for the overall analysis, planning, programming, organization and administration of work in the unit.</td>
</tr>
<tr>
<td>10%</td>
<td>*Responsible for coordination, or instituting when necessary, studies and development of fire protection plans including fire prevention plans, fire defense improvements, and fire suppression plans.</td>
</tr>
<tr>
<td>5%</td>
<td>*Other duties as required</td>
</tr>
</tbody>
</table>

*The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA)). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent’s medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.

*The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

*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.

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**Job qualifications and/or conditions of employment:**

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