### Working Title of Position
DSFM III – Supervisor

### Division and/or Subdivision
Office of the State Fire Marshal/Code Development and Analysis Division

### Location of Headquarters
Sacramento

### Class Title of Position
Deputy State Fire Marshal III (Supervisor)

### Position Number
544-560-9010-001

### Effective Date
November 23, 2021

### Percentage of Time Required

<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>
<tbody>
<tr>
<td>30%</td>
<td>Under the general supervision of the Division Chief of Code Development and Analysis, the incumbent oversees the Code Development Process, code research, committees, and workgroups. This includes ongoing performance management of employees and directing workload to meet department objectives. This position is responsible for ensuring correct implementation of all policies, procedures, and programs within the assigned area. Duties include, but are not limited to:</td>
</tr>
<tr>
<td>*Supervise the research and development of regulations addressing occupancies, uses, and materials regulated by the Office of the State Fire Marshal (OSFM) related to fire and panic safety. Represent the OSFM throughout the rulemaking process for building standards regulations contained in the California Code of Regulations, Title 24, and other regulations contained in the California Code of Regulations, Title 14 and 19.</td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>*Monitor and participate in the development of model codes, which are ultimately adopted by the OSFM. Provide code development, work cooperatively with the California Building Standards Commission, the Office of Administrative Law regulatory process, and the State Fire Marshal regulation implementation process, and model code process through the International Code Council (ICC) and National Fire Protection Association (NFPA).</td>
</tr>
<tr>
<td>15%</td>
<td>Perform supervision duties, prepare performance reports and evaluations, review absence and vacation requests, travel expense claims, transfer requests, reassignment of personnel and progressive discipline; provide other supervisory functions within the chain of command; ensure proper training, experience, and ensure other job and performance enhancement opportunities.</td>
</tr>
</tbody>
</table>

*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: Please see next page.

"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)
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>10%</td>
<td>*Participate in fire prevention organizations (California Fire Chiefs Association (CalChiefs), ICC, and NFPA). Deliver regulatory and legislative updates, which may affect fire prevention. Participate in associations (CalChiefs Fire Prevention Officers (FPO) Divisions, California Building Officials (CALBO), California Building Industry Association (CBIA), American Institute of Architects (AIA)) affected by OSFM regulations so as to solicit input regarding the effect of existing regulations, as well as proposed regulations.</td>
</tr>
<tr>
<td>10%</td>
<td>*Chair OSFM committees and workgroups, in support of various programs; chair OSFM Task Force groups as assigned. Maintain training records for all Code Development &amp; Analysis staff to ensure that their training needs are met, including required training.</td>
</tr>
<tr>
<td>5%</td>
<td>*Develop, prepare and present formal and informal training classes to provide code updates and OSFM curriculum to outside agencies, OSFM staff, and interested parties.</td>
</tr>
<tr>
<td>5%</td>
<td>*Prepare and submit code development summaries, workload, and other activity reports to the Code Development &amp; Analysis Division Chief, as directed.</td>
</tr>
<tr>
<td>5%</td>
<td>*Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualifications, and experience standards in accordance with applicable laws, rules, and departmental policy.</td>
</tr>
<tr>
<td>5%</td>
<td>Other job related duties as assigned</td>
</tr>
</tbody>
</table>

*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: The incumbent may be required to wear respiratory protection equipment (including a self-contained breathing apparatus (SCBA)). The use of such equipment may place a physiological burden on the employee that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (Cal/OSHA) requires that the employee be annually medically cleared to be fit-tested for respiratory protection equipment.

“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