**STATE OF CALIFORNIA**  
**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  
PO-199 (06/16)

**Working Title of Position**  
Staff Chief, Camps & Crews

**Division and/or Subdivision**  
Cooperative Fire – Camps & Crews Program

**Location of Headquarters**  
Sacramento

**Class Title of Position**  
Forestry and Fire Protection Administrator

**Position Number**  
542-064-1031-XXX

**Effective Date**  
July 1, 2022

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**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.

**Location of Headquarters**  
Sacramento

**Class Title of Position**  
Forestry and Fire Protection Administrator

**Position Number**  
542-064-1031-XXX

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<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>
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<tbody>
<tr>
<td>30%</td>
<td>Under the general direction of the Assistant Deputy Director for Cooperative Fire Programs, the Forestry and Fire Protection Administrator for the Cooperative Fire Camps &amp; Crews Program plans, organizes, directs, and controls the Camps and Crews Program (CA Department of Corrections &amp; Rehabilitation, CA Military Department, CA Conservation Corps, and CAL FIRE Firefighter I Crews) for the Department of Forestry and Fire Protection (CAL FIRE). *Represents the Department as chief negotiator for all Interagency Agreements related to the Camps &amp; Crews Program. *Coordinates and serves as departmental point of contact for the vetting of proposed new agreements. *Provides supervision and direction to the Deputy Chiefs responsible for developing and maintaining the Department's cooperative fire protection agreements with various Camps &amp; Crews Programs. *Serves as Point of Contact with Regional leadership on Camps and Crews issues. *Serves as chairperson of the Crew Program Working Group. *Reviews and approves all Camps &amp; Crews Reimbursement Agreements prior to submission to Assistant Deputy Director of Cooperative Fire Protection.</td>
</tr>
<tr>
<td>20%</td>
<td>*Provides supervision and direction to the Deputy Chief of Camps Program. *Responsible for providing program direction for negotiating, amending, reviewing, and coordinating CDCR and CCC cooperative agreements. *Coordinates updates to 6300 and 6400 Handbook to ensure compliance with Department policies.</td>
</tr>
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<td>20%</td>
<td>*Provides supervision and direction to the Deputy Chief of Crews Program. *Responsible for providing program direction for negotiating, amending, reviewing, and coordinating CA Military Department cooperative agreements. *Responsible for providing oversight and Region support to the Department’s Firefighter I Hand Crews. *Periodic audit and review of CA Military invoicing.</td>
</tr>
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*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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**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 encounter 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

**Personnel use only**  
☑ Posted to Directory  
Initials and date
**Working Title of Position**
Staff Chief, Camps & Crews

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<td>*Reviews and approves Budget Change Proposals submitted by program. *Directs production of reports to respond to Executive and Legislative requests. *Reviews accuracy of data tracked by program. *Assigns special tasks and duties as required. Reviews quality and quantity of work product.</td>
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<td>10%</td>
<td>*Provides coordinated supervision to the Administrative Unit for the Cooperative Fire and Fire Protection Programs. Assigns tasks within classification as needed.</td>
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<td>5%</td>
<td>*Responds to major incidents throughout the state as dispatched. Serves as Agency Representative during State Operations Center activations, as necessary.</td>
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