Working Title of Position
DSpace Assessment/Training FPS II

Division and/or Subdivision
Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation Division

Location of Headquarters
Sacramento

Class Title of Position
Fire Prevention Specialist II

Position Number
543-063-1069-XXX

Effective Date
August 2022

Percentage of Time Required
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

50%
The incumbent works under the direction, of the Assistant Chief (AC), for the Wildfire Preparedness Program, in the Community Wildfire Preparedness and Mitigation Division. The Fire Prevention Specialist II will coordinate and provide training to individual assessors on defensible space and home hardening assessments and provide education efforts as mandated by Public Resources Code 4291.05 and Public Resources Code 4291.6. Duties include, but are not limited to:

*Provide comprehensive implementation and ongoing maintenance of training Qualified Entities as Defensible Space and Home Hardening Assessors, which includes curriculum updates and curriculum delivery, and scheduling and coordinating courses. *Provide support for the development, improvement, and maintenance of the Parcel Level Assessments. *Which includes updating reporting, dashboards, and data visualization tools and providing outreach and training to internal and external stakeholders in appropriate and accurate Defensible Space and Home Hardening Assessments.

25%

*Maintain cooperative relationships with various entities; explain and enforce appropriate rules, laws, and codes; teach, educate, and train others; perform administrative duties such as, but not limited to, writing reports, developing training curriculum, creating presentation materials, editing training videos, making copies, etc.; interact effectively with the public; analyze situations; read maps; oversee and participate in inspections; make formal and informal presentations; lead the work of others during training exercises, presentations, public education events.

*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: In and out of State overnight travel may be required and could be up to 10% of the time. When approved, occasional overtime may be required and may include working at times determined by emergency incidents. Possession of a valid driver license issued by the Department of Motor Vehicles.

“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
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>*Interact and conduct interviews with the media regarding fire prevention, focusing on defensible space and home hardening efforts; Go to active fires and base camps to function in Incident Command System (ICS) positions based on qualifications, i.e Damage Inspection Specialist, Public Information Officer, Training Technical Specialist, etc.</td>
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<tr>
<td>5%</td>
<td>*Assist with emergency incident support as assigned within the scope of training and expertise.</td>
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<tr>
<td>5%</td>
<td>Other job-related duties as assigned.</td>
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**Desired Qualifications:**
- Excellent ability to work under pressure in a fast-paced environment with shifting priorities
- Experience working with high level leadership and/or executive management
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Experience with Environmental Systems Research Institute (ESRI) software
- Excellent customer service skills

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Job qualifications and/or conditions of employment: Willingness to work unusual hours and on weekends and holidays; be flexible regarding job assignments; remain on duty as necessary or as emergency circumstances require; interact and conduct interviews with the media; maintain a professional image on and off duty; go out to fires and base camps; work in potentially hazardous and stressful settings; work within close proximity of inmates, wards, and peace officers; work in remote areas; travel statewide and out of state upon short notice for extended periods of time.

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 incumbent 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 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.

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