

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>PSP Battalion Chief (Peace Officer)</b>	
		Division and/or Subdivision <b>Professional Standards Program (PSP)</b>	
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 <b>Sacramento/Riverside</b>	
		Class Title of Position <b>Battalion Chief</b>	
		Position Number <b>542-008-9723-008</b>	
		Effective Date <b>7/24/25</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p><u>Job Summary:</u>          Under the direction of the Assistant Chief w/ Differential (Deputy Chief), the Battalion Chief (BC) is responsible for performing administrative investigations, conducting backgrounds investigations, providing consultation to Departmental staff of all levels on Professional Standards Program (PSP) program policy and procedures, and developing and presenting training material related to statewide policies and procedures.</p> <p><u>Job Duties:</u>          *Conducts various investigations related to misconduct allegations, Whistleblowers complaints, and citizens' complaints. *Plans, organizes, and conducts investigatory work in the investigation of alleged violations of provisions of laws, rules, regulations, or State and Departmental Policy. *Conducts background investigations for Departmental employees, as specified. *Develops and maintains positive working relationships with CAL FIRE Regions, Units, Programs, and other internal and external stakeholders to ensure Departmental investigatory and background investigation policies, processes, and procedures are consistent. *Conducts administrative investigations when a formal complaint is filed against a Peace Officer pursuant to PC 832.5, GC 1029 (Public Safety Officers Procedural Bill of Rights) or GC 3253 (Firefighters Procedural Bill of Rights). *Conducts interviews of employees, civilians, and/or others to gather information about inappropriate behavior or activities, collects evidence, reviews documents, analyzes gathered information, conducts surveillance, and develops detailed findings and opinions. *Manages or prepares investigation or incident reports. *Presents recommendations and reports to the Supervising Special Investigator I (Lead Investigator), PSP Deputy Director, and/or other key stakeholders for additional courses of action. *Tracks and monitors individual case load to ensure effective quality control and assurance.</p> <p>*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.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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.			
<b>Job qualifications and/or conditions of employment:</b> See Page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position PSP Battalion Chief (Peace Officer)	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	*Collaborates with the Lead Investigator, Lead Analyst, and the working group to attend, develop, and conduct training pertaining to investigations, employee backgrounds, code of conduct, employee expectations, new employee orientation, progressive discipline, and other information. *Provides training and advice to field supervisors with responsibilities under the Fire Fighter Bill of Rights Act (FOBR) and the Peace Officer Bill of Rights Act (POBR) to protect employee rights, principles and methods of disciplinary actions to ensure appropriate corrective action is taken. *Collaborates, upon request by the Equal Employment Opportunity Office, to provide training and guidance to supervisors who have a role in promoting equal employment opportunity in hiring, development, and promotion of employees and for maintaining a professional work environment free from discrimination and harassment.		
15%	*Collaborates with other PSP Staff and internal stakeholders to ensure employee background investigations are completed consistently and timely. *Uses various methods and resources to conduct appropriate background investigations including, but not limited to, the Department of Justice (DOJ) Live Scan Service, reviewing personal, criminal, financial, medical, residence, employment, education history, etc.		
5%	*Assists in gathering statistical information required by the Department and other agencies as appropriate. *Conducts research and field studies to determine the most effective means of targeting PSP-related policies, procedures, and training materials.		
5%	*Responds to emergencies and serious/near serious accident reviews as assigned. *Maintains CAL FIRE training standards and minimum qualifications. *Maintains availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.  <u>Special Requirements</u> Travel will be required on an as needed basis. Between three to seven days or more per month of in-State travel, overnight may be required.  *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: <u>Completion of the Peace Officers Standards and Training (POST) Basic Academy is required OR must be qualified to attend a Regular Basic Course, (RBC) within 12 months of appointment to this position. Successful candidates will undergo a complete background investigation, in accordance with the Commission on POST requirements. Incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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, the job and workplace conditions in which the equipment is used, and the medical condition 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 to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
<b>Personnel use only</b>		<input type="checkbox"/> Posted to Directory	