

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Deputy Chief, Pre-Fire Planning</u>	
		Division and/or Subdivision <u>Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation Division</u>	
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 <u>Sacramento</u>	
		Class Title of Position <u>Assistant Chief (Supervisory), with Differential</u>	
		Position Number <u>544-063-1039-001</u>	
		Effective Date <u>July 1, 2025</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	Under the direction and supervision of the Staff Chief of Wildland Planning and Statistics the Pre-Fire Planning Deputy Chief manages the Pre-Fire Planning Program. Responsibilities include performance of a wide variety of management and staff services functions, including supervision of personnel, program evaluation, policy analysis and formulation, statewide administrative oversight for the implementation of the California Strategic Fire Plan, Fire Hazard Severity Zones (FHSZs), State Responsibility Area (SRA) review, and coordinates fuels reduction reporting. The duties of the incumbent include, but are not limited to:  *Supervise and direct staff in the administration of the statewide Pre-Fire Planning program. *Oversee all aspects of human resources-related activities, including, but not limited to hiring and training employees, employee development and motivation, equal employment opportunities, safety, evaluation of employee performance, and facilitate progressive discipline. Additionally, this includes reviewing staff work for content, accuracy, monitoring progress, and providing guidance and direction for completion of assignments. *Manage and oversee program budgets and ensure fiscal accountability.		
20%	*Provide overall support and administrative oversight for the functional aspects of the California Strategic Fire Plan. *Provide support and oversight of federal programs related to fuels reduction including but not limited to CWPP's and grants. *Will develop and maintain Unit Fire Plan reporting requirements, coordinate with Regions, Units, and Contract Counties on reporting accomplishments both internally and externally. *Assist Unit and Region Fire Plan Coordinators in meeting consistent documentation, and publishing deadlines for Unit Fire Plans. *Continuously gather statistical data for Fire Plan "success stories" by working closely with Unit and Region Fire Plan coordinators, Fire and Resource Assessment Program (FRAP), the CAL FIRE Management Activity Project Planning and Event Reporter Program, the CAL FIRE Communications Office, Resource Management, and other programs or external entities.  *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.		
<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.			
Job qualifications and/or conditions of employment: <u>Local and Statewide travel may be required up to 15% of the time and may include overnight stays; possession of a valid driver's license of the appropriate class.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	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 Assistant Chief (Supervisory), with Differential	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Maintain a functional working relationship with the California Board of Forestry and Fire Protection (Board) Staff, both at Committee Meetings and Board Meetings when required. Provide updates to the Board on accomplishments of the California Strategic Fire Plan. Assist in the development of the annual Fire Prevention Report to the Legislature.		
15%	*Oversee the implementation and updates within department's specified timelines of FHSZ's adoption, annual updates and five year SRA review of State Responsibility Areas (SRA), Direct Protection Areas, and other data sets that support the implementation of the California Strategic Fire Plan.		
10%	*Coordinate with FRAP and stakeholders to establish and consult with an advisory workgroup to develop recommendations for understanding and modeling wildfire risk for a community and specific parcels within the SRA and Local Responsibility Area through the input of mitigating factors. *Develop tools and analysis to prioritize mitigation efforts statewide to accomplish the goals of the California Strategic Fire Plan. *Provide program representation on task forces and committees in support of Pre-Fire Planning.		
5%	*Prepare management and legislatively required reports on Pre-Fire planning including, but not limited to fuels reduction, Pre-Fire projects, Unit Fire Plans and FHSZ. Work with CAL FIRE Executive staff and other stakeholders in data analysis requests in written format, visual presentations or other forms as requested including legislative bill analysis.		
5%	*Analyze, research, and provide data, statistical information, and documents within specified time frames to ad hoc requests for information from internal, including Public Records Act Requests, from CAL FIRE Legal Office, and external stakeholders.		
5%	*Respond to emergency incidents as required per Department policy. Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and Departmental policy. Provide support to other Community Wildfire Preparedness and Mitigation Division programs as needed.		
5%	Other job-related duties as 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: 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 status of the incumbent. As such, California Occupational Safety and Health Administration (CalOSHA) 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."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and Date	