

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief, Resource Protection and Improvement	
		Division and/or Subdivision Resource Management	
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 Headquarters	
		Class Title of Position Forestry and Fire Protection Administrator (FFPA)	
		Position Number 542-720-1031-005	
		Effective Date October 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general direction of the Assistant Deputy Director for Resource Protection and Improvement, the Staff Chief for Resource Protection and Improvement directs and manages all aspects of the Forest Biometrics, Demonstration State Forests, and Forest Entomology and Pathology Programs. These programs are all within the Department of Forestry and Fire Protection's (CAL FIRE) Resource Management Division. In the absence of the Assistant Deputy Director for Resource Protection and Improvement, the incumbent may serve in the capacity of the Assistant Deputy Director to solve and coordinate complex forestry issues statewide.		
35%	*Oversee the administration, planning, organization, and evaluation of the program, which is responsible for policy, budgeting, and administration of CAL FIRE's Demonstration State Forests statewide. *Review legislation for impacts to the program. *Consult with the Executive Team on policy and procedures. *Develop, recommend, and implement statewide policy revisions, deletions, or additions.		
	*Support program and local demonstration forest managers and staff as necessary. *Coordinate program activities with Regions, Units, and with partnering agencies and organizations. *Select and evaluate program staffing levels to ensure program delivery, direct program monitoring and reporting to the state legislature and the Governor's Office. *Interact with high level stakeholders on management objectives, policy objectives, and general concerns relating to the program.		
*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: See Page 2.			
"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			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<u>Planning and Outreach:</u> *Represent the Department to support various statewide efforts involving forest management, urban forestry, and other operations. *Support the task forces, committees, and commissions regarding such efforts. *Develop contracts and agreements for managed programs or other efforts in the Department. *Conduct legislative analysis. *Report on managed program activities to the Governor's Office. *Support annual budget hearings as needed.		
10%	<u>Supervision Exercised:</u> *Provide supervision and guidance to the program managers for the programs overseen. *Provide workload direction, required training, and assign staff work, including special projects. *Participate in hiring, prepare performance evaluations, and administer progressive discipline and corrective action as necessary.		
5%	<u>Other Duties as Required:</u> *Respond to emergency incidents as qualified. Maintain proficiency, qualification, and experience within the Incident Command System in accordance with applicable laws, rules, and departmental policy. *Complete Resource Management training per the applicable training guide. for the position. *Maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature.		
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Job qualifications and/or conditions of employment: <ul style="list-style-type: none"> • Registered Professional Forester License desired. • Maintains the Arduous Fitness Standard in accordance with department policy. • May be subject to working nights, weekends, or holidays in support of emergency incidents. • This position may involve travel up to 5% of the time. This travel may be local or statewide. 			
"We have discussed this document in its entirety and understand the duties of this position."			
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Initials and Date			