STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	Working Title of Position Forestry & Fire Prot. Admin
	Division and/or Subdivision Southern Region - Tulare Unit
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 Visalia
	Class Title of Position FFPA
	Position Number 542-416-1031-xxx
	Effective Date 9/5/2025

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Region Chief or Assistant Region Chief(s), the Forestry and Fire Protection Administrator (FFPA) assigned to this position, acts as Administrator-in-Charge of the Tulare Unit and performs the following duties and responsibilities:
30%	*Provides overall planning, programming, organization and administration of the Fire Protection/Conservation Camp Operations, Fire Prevention/Public Information, Resource Management including State Forest operations and Emergency Incident Management within the Unit. *Represents the Unit in meetings and organizations and in public speaking engagements. *Has complete accountability for all Unit programs. *Provides supervision and direction to assigned personnel. *Provide administrative support as needed to the Contract County of Kern.
30%	*Works with Tulare County agencies/departments in achieving common objectives related to fire protection, fire prevention and disaster planning. *As applicable, administers Local Government Cooperative Fire Protection agreements, recommending levels of coverage and costs. *As applicable, acts as Fire Chief for other Fire Districts or Departments within the Unit. *Has knowledge of laws governing Special Districts in California and current issues relating to property taxation. *Has knowledge of Governmental process, including local Board of Director's meeting management and the Brown Act. *Has knowledge of Special District revenue enhancement processes and local property taxation systems as it affects Special Districts.
	*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: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends, or holidays as well as extensive travel.

"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	

Working Title of Position
Forestry and Fire
Protection Administrator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Administers resource management of watershed programs in the Unit, including fuel breaks, fuel modification, enforcement of state laws and adherence to the Unit/State Fire Plan. *Cooperates with the County Planning Agencies and coordinates the wildland fire prevention and control objectives as they are affected by urban development and encroachment in the wildland areas.
10%	*Recruits and trains staff in management of a large complex fire department administration. *Develops and carries out a teamwork approach in management of the Unit.
5%	*Actively participates in fire service organizations, other community groups, and Local or Statewide working groups. *When requested, serve as an officer or on the advisory boards of emergency oriented organizations. May act as Mutual Aid Operational Area Coordinator for the Tulare County Operational Area or the Regional Mutual Aid Coordinator for OES Region 5. *Maintains a cooperative working relationship with Federal & Tribal partners.
5%	*Meets with and makes presentations at innumerable civic and service organizations. *Coordinates with other agencies in planning, programming and control of their involvement in providing Mutual Aid for emergency incident activities. *Meets with employee association groups or their representatives involving complaints and makes recommendations for meeting employee demonstrated needs.
5%	*May act as Unit Duty Chief, and/or respond to emergency incidents in accordance with Department Policy. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy.
5%	Other 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.

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: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends, or holidays as well as extensive travel.

"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	