

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Behavioral Health and Wellness Program Administrator	
		Division and/or Subdivision Management Services/BHWP	
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 West Sacramento	
		Class Title of Position Forestry and Fire Protection Administrator (FFPA)	
		Position Number 542-035-1031-002	
		Effective Date 10/6/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>The Department of Forestry and Fire Protection's (CAL FIRE) Behavioral Health and Wellness Program (BHWP) is designed to support the emotional well-being, mental health and physical health of CAL FIRE employees and their families, especially in times of crisis or loss. Under general direction of the Assistant Deputy Director of Human Resources, the FFPA, also known as the BHWP Administrator, manages and directs the Employee Support Services Unit (ESS) and Wellness Unit (WU) statewide. The incumbent is responsible for all programs sponsored by the BHWP. These statewide programs include: Employee Assistance, Peer Support, Substance Abuse Assistance, Critical Incident Stress Management, Physical Fitness and Nutrition. Duties and responsibilities include, but are not limited to, the following:</p> <p><u>Program Administration, Development, Direction and Accountability:</u></p> <ul style="list-style-type: none"> *Oversees crisis response and peer support within the field of behavioral health science, which is rapidly evolving, to better meet the emotional needs of CAL FIRE employees and their families. *Networks with other agencies and programs to improve the capabilities of program delivery and to champion new policy development in order to stay current with the industry standards and trends for Substance Abuse Assistance, Critical Incident Stress Management (CISM), and Peer Support. *Reviews policy edits and/or policy changes prepared by the ESS Unit Manager and, working with departmental headquarters Management, implements changes to policy. *Oversees the development of valid, reliable physical fitness and nutrition policies and procedures for Department personnel, utilizing laws, rules and regulations as well as accepted State and National standards and/or guidelines (i.e., National Fire Protection Association). *Reviews policy edits and/or policy changes prepared by the Wellness Unit Manager and, working with departmental headquarters Management, implements changes to policy. *Ensures that all BHWP services are conducted within the BHWP policy framework, meet all Department regulations and applicable laws, are managed in an ethical, moral, and professional manner, and are handled in a manner that best serves the interests of the Department and its employees and families. *Oversees the development, adequacy, and use of the BHWP budget. *Oversees the development, accuracy, and use of all BHWP contracts. <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>		
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 encounter 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 3.			
"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 _____			

Percentage of Time
Required

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

20%

- *Evaluates BHWP Program statistics to recognize behavioral health, physical fitness and nutritional trends within the Department to ensure that services are provided in the most effective manner.
- *Provides timely briefings with Assistant Deputy Director of Human Resources and/or the Executive Team on any issues or trends that may be significantly adversely impacting emotional well-being and physical fitness of Departmental employees as well as any special concerns regarding the integrity or direction of BHWP operations.
- *Provides operational direction for BHWP staff, as needed, to ensure that the interests of the Department and the BHWP are served while the emotional well-being, physical fitness and nutrition of employees and/or their family members are protected.

Supervision:

- *Supervises an Assistant Chief (AC), and two Staff Services Manager I's (SSM I). *Maintains overall team cohesion and provides timely coordinated operational direction for BHWP staff. *Provides direction, monitoring, control, and mentoring of ESS AC, ESS SSM I, and Wellness SSM I, and works to develop each employee's ability to promote to other positions within the Department corresponding with their experience, knowledge, skills and abilities.
- *Provides one-on-one employee consultations, conducts staff conference calls, reviews and approves time sheets and travel claims, evaluates staff performance, defines work expectations, prepares probation reports, Individual Development Plans (IDP's), and if warranted, corrective action materials. *Writes duty statements, fills vacancies, assures employee emergency response operational readiness, promotes safe work practices and maintains employee operational accountability.

20%

Critical Incident Response and Peer Support:

- *Serves as the Critical Incident Stress Management (CISM) Branch Director on critical incidents involving Line of Duty Death, serious injury and/or other types of significant trauma where the degree of critical incident complexity warrants the program administrator's involvement, or in situations where other ESS personnel are not immediately available or already committed on other incidents.
- *Ensures that an appropriate ESS component is included on Statewide Large Fire Support staffing patterns as needed to ensure the behavioral health needs of the Department are addressed in the most effective manner possible.
- *Reviews incident response records to ensure Department and ESS Program policies and objectives were met and to identify the need for any changes.

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Job qualifications and/or conditions of employment: [See Page 3.](#)

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Employee Signature

Date

Supervisor Signature

Date

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15%

Training:

*Oversees the development and organization of BHWP training that includes, but is not limited to: peer support, critical incident stress management, Wellness, use of the Employee Assistance Program, the effects of stress, tools for and concepts of stress management, available BHWP services for employees and family members, the importance and interrelation of behavioral and physical health, and concepts on personal growth and maintaining emotional well-being.

5%

Other Job-Related Duties:

*Performs other job-related duties as required in support of the BHWP and the Department mission.
*Maintains operational readiness for emergency assignment in an all-risk environment. *Responds to and participates in emergency assignments as directed by the Department.

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Job qualifications and/or conditions of employment: This position may require travel up to 25% of the time. This travel may be local or statewide and may involve overnight stays. 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, CalOSHA requires 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.

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Date _____

Supervisor Signature _____

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