

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy State Fire Marshal	
		Division and/or Subdivision Office of the State Fire Marshal/State Fire Training	
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, CA	
		Class Title of Position Deputy State Fire Marshal	
		Position Number 544-521-9086-002	
		Effective Date: April 28, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	<p>The Office of the State Fire Marshal's State Fire Training Division (SFT) administers the California Fire Service Training and Education System (CFSTES) and Fire Service Training Education Program (FSTEP) in cooperation with accredited academies and registered instructors. As the statutory lead agency for regional and local fire service training, this Division collaborates with fire service organizations and stakeholders to provide quality fire service training and education. The incumbent will work under close supervision of the Deputy State Fire Marshal III (Supervisor), State Fire Training (SFT) to provide various aspects of support that include but are not limited to, onsite inspections, curriculum development, instructor feedback, and working closely with fire service organizations. The Deputy State Fire Marshal has the following responsibilities:</p> <p>*Serve as liaison to the California training academy system including Accredited Regional Training Programs (ARTP), Accredited Local Academies (ALA), Rescue Sites, and other training facilities providing technical expertise and coordination pertaining to requirements of the site for different training courses. Travel 20% of the time to conduct statewide site inspections at the various training facilities validating that the sites meet the equipment, prop, and safety criteria for live fire, rescue, and confined space training. Prepare reports and recommendations based on site visits for Statewide Training and Education Advisory Committee (STEAC) and State Board of Fire Service (SBFS).</p>		
15%	<p>*Plan, organize, and assist with the development and revision of State Fire Training curriculum. *Assist with the activities of course development cadres, in the development, evaluation, and updates of training programs. *Assist with the development and revision of course materials which may include Course Information and Required Materials (CIRM), Course Plans, Implementation Plans, Staff Reports, and other related documents.</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>		
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 following pages.			
"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			

Working Title of Position
Deputy State Fire Marshal

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Travel 20% of the time to represent SFT at meetings and make presentations to fire service organizations and associations, Accredited Regional Training Programs (ARTP), Accredited Local Academy (ALA), local government, and public organizations. This will include local fire department training officers, county training officers, training officer associations, local community colleges, California Fire Chiefs Association and its sections, California Fire Technology Directors' Association, and other state working groups. *Answer questions regarding SFT Procedures.
15%	*Assist with maintaining International Fire Service Accreditation Congress (IFSAC) and Pro Board national accreditation. *Assist with the SFT re-accreditation packages, self-assessment, and meeting with site visit team. *Ensure that SFT program follows IFSAC and Pro Board's policies and procedures. *Update SFT Procedures Manual.
10%	*As a Registered State Fire Training Instructor, travel 10% of the time to conduct training classes including Regional Instructor Orientation, SFT portion of Ethical Leadership in the Classroom, Evaluator Training, course updates, etc.
10%	*Assist with the statewide quality control reviews of SFT courses, instructors, and regional academies. Provide verbal and written evaluation to instructors regarding effectiveness of presentation skills, use of curriculum, classroom management, technical knowledge, and compliance with SFT Policies and Procedures. *Audit skill evaluations and written examinations to ensure compliance with Pro Board and IFSAC procedures for accredited SFT courses. *Review Peer Assessment for Credential Evaluation (PACE II) and Peer Assessment for Course Equivalency (PACE III) and provide staff report with recommendation.
5%	*Assist in the preparation of proposed fire training related laws and regulations as directed by the Deputy State Fire Marshal III (Supervisor). Assist with the rulemaking packages with the Office of the State Fire Marshal (OSFM) Code Development and Analysis Division in accordance with California Code of Regulations, Title 2, Administrative Procedures Act. Other job related duties as assigned. *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: **Statewide and local travel will be required up to 50% of the time and will include overnight stays. The incumbent will be required to complete the training to become a Registered State Fire Training Instructor within one year of appointment. 5% Emergency Duty Assignments as required.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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Initials and Date _____

Working Title of Position
Deputy State Fire Marshal

Percentage of Time
Required

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

5%

Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. (Total Force Concept)

Desirable Qualifications:

- California Fire Fighter 1 certification (or equivalent)
- State Fire Training Registered Instructor (will be required to complete the training to become a Registered State Fire Training Instructor within one year of appointment)
- Associates and/or advanced degree in related field
- Excellent writing skills: ability to prepare comprehensive reports, summaries, presentations, and other written documents as required.
- Proficiency with Microsoft Office Word, Excel, and PowerPoint.
- Excellent time management skills: ability to be flexible and plan, organize day-to-day priorities.

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Job qualifications and/or conditions of employment: The incumbent may be required to wear respiratory protection equipment, including a 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

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Initials and Date