

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Staff Chief, Law Enforcement & Civil Cost Recovery</u>	
		Division and/or Subdivision <u>Fire Protection</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>Forestry and Fire Protection Administrator</u>	
		Position Number <u>542-522-1031-001</u>	
		Effective Date <u>10/10/25</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under administrative direction of the Assistant Deputy Director Fire Protection, this position has staff authority and program responsibility for the Department's Law Enforcement (LE) and Civil Cost Recovery (CCR) programs. The essential duties are as follows:		
30%	1. *Provide general direction to the Assistant Chief (Deputy Chief) of LE and the Deputy Chief of Fire Intelligence; this includes overseeing the program's policy and practice structure, force size and tiered response capabilities, weapons matters, personnel and Board of Forestry security functions, special equipment and surveillance program management, statewide terrorism liaison functions, LE records management system, and Department compliance with the Peace Officer Standards and Training (POST) Commission regulations, for all non-training based functions.		
30%	2. *Provide general direction to the Deputy Chief of CCR and the Deputy Chief of Investigations.; this includes overseeing the program's policy and practice structure, centralized civil case data and management system, expert witness contracts, collections system management, and complex fire consultation; this also includes providing general direction to the program's Staff Attorneys and working with General Counsel on litigation management, as it impacts the statewide program.		
20%	3. *Provide internal and external statewide support for LE and CCR operations; this includes working with the field to address operational needs, program improvement concepts, and cooperative efficiencies through problem solving with Unit Chiefs, Region counterparts, Resource Management staff, Fire Marshal Office personnel, and other statewide fire prevention and enforcement committees; it also includes working with local, state, and federal civil and criminal enforcement cooperators as needed to ensure cooperative relationships and information sharing.		
*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 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: <u>See Page 2.</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 _____			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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| 10% | 4. *Manage LE and CCR budgets, prepare budget change proposals as needed, and provide managerial oversight for all fiscal functions related to these programs; this includes working with Unit, Region, Program, and Management Services staff in preparing information for executive staff and the Department of Finance. |
| 5% | 5. *Review legislation that could impact CCR or LE functions or funding within the Department. *Prepare bill analysis for the legislative office on identified bills. *Prepare and follow up on legislative proposals that would benefit program delivery. *Monitor statutory and policy changes (internal and external) and implement as needed to ensure regulatory compliance. |
| 5% | 6. *Respond to emergencies as part of the Department's total force. *Complete other job-related duties as required. |

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Job qualifications and/or conditions of employment: Incumbent is required to wear respiratory protection equipment. Such equipment may place a physiological burden that varies with the type of equipment used, the job and workplace conditions the equipment is used, and the medical status of the incumbent. Cal OSHA requires the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a physical examination, vision, hearing, spirometry, and exercise treadmill tests.

Position requires short term travel statewide to various meetings and emergency incidents.

California Peace Officer Standards and Training Advanced and Supervisory certificates preferred.

"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