

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief of Communications	
		Division and/or Subdivision Communications Program	
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 HQ	
		Class Title of Position Battalion Chief (Non-Supervisory)	
		Position Number 541-007-9723-002	
		Effective Date October 30, 2025	
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 the direction of the Assistant Chief w/ differential (Deputy Chief of Communications) the Battalion Chief of Communications is responsible for supporting internal and external communication functions of the Department Communications Program.		
30%	*Act as a Departmental spokesperson in response to news media or public inquiries through a wide variety of media including but not limited to written comments, live and recorded interviews, live and video recorded presentations. *Assist with live streaming, video production, press conferences and non-traditional media engagements. *Provide responses to media requests through development of statistics or printed resources. *Provide guidance and supervision of staff involved in answering the Duty Public Information Officer (PIO) phone line and email. *Act as the Duty PIO directly responding to media inquiries. *Develop specific talking points on all aspects of departmental operations in consultation with programs, region, or unit subject matter experts (SME). *Exercise sound judgement in the distribution of information in support of media inquiries including directing to SME's and other agencies as appropriate. *Maintain situational awareness of statewide incident activity and work with unit and program staff to ensure accurate and timely release of information via the department website, social media accounts and other methods.		
	*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: 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 ☐ 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.

15%

*Establish and maintain effective, professional relationships with local, state and federal cooperating agencies, stakeholders, and media representatives. *Create, maintain and utilize a directory of media, cooperator and stakeholder contacts to coordinate media coverage and information dissemination *Represent CAL FIRE at meetings and serves on committees or work groups as required. *Make formal presentations on behalf of CAL FIRE.

15%

*Identify the need for, develop, coordinate and deliver training Department wide regarding media relations as well as internal and external messaging. *Provide media safety training to external stakeholders. *Provide Public Information Officer course training. *Assist in delivery of other training courses related to public information functions.

5%

*Respond to emergency incidents in accordance with Department Policy. *Maintain proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy.

5%

Other duties as required include but are not limited to conducting research, preparing reports and special projects as assigned.

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Job qualifications and/or conditions of employment:

- The incumbent is required to wear respiratory protection (RPP) 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 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.
- Travel as needed (approximately 50%) for incidents and trainings, possibly several days at a time.
- Will be subject to work overtime during nights, weekends, holidays or extra days over and above regular schedule.
- Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.

"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