

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position ECC Communications Supervisor - Computer Aided Dispatch (CAD) Administrator (Unit ECC)	
		Division and/or Subdivision Sonoma-Lake-Napa 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 St. Helena	
		Class Title of Position Communications Supervisor	
		Position Number 541-114-1671-001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Emergency Command Center (ECC) Battalion Chief or their designee, the Communications Supervisor performs the following duties: *Supervises functions and assignments of assigned Communications Operators, ensuring critical tasks are completed within deadlines. *Assists with scheduling of assigned staff work shifts, vacation, and shift bids to ensure adequate coverage for 24-hour operations. *Reviews timesheets for accuracy and completion. *Assists with development and review of individual training plans and evaluation of employees' work performance. *Works collaboratively with Unit management on selection of new communications personnel. *Supervises the training of ECC personnel in the development of skills related to advanced Computer-Aided Dispatch (CAD) functions data set and map development. *Provide training as a cadre member as requested.		
30%	*Uses dispatch experience to administer the CAL FIRE CAD software at the ECC including tabular data updates and geographic information system (GIS) data updates. *Conducts CAD systems analysis and design of business/dispatch processes involving evaluation of current/proposed information and business process flow and available/emerging technology (hardware/software). *Develops and maintains map data sets and layers for CAD and Automatic Vehicle Locations (AVL) systems. *Monitors quality and progress, coordinates development, maintenance, and implementation of new or ongoing CAD GIS applications and relevant map layer information. *Works with other program staff on GIS data development.		
15%	*Provides training for the Communication Operators by communicating program processes, observing, and demonstrating work activities and identifying areas needing additional training to ensure staff have the knowledge, skills, and abilities to perform their job duties effectively and efficiently as they relate to all applicable equipment (radio consoles, telephone systems, computer aided dispatch systems, etc.) and applications. *Ensures that adherence to policies and procedures are met. *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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Communications Supervisor - Computer Aided Dispatch (CAD) Administrator (Unit ECC)	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Develops and documents user requirements from end-user input for new and/or existing systems, business processes and applications. *Prepare flow process diagrams and other design graphics; application of CAD standards and conventions for systems analysis and quality assurance; quality and version control processes; use of packaged or off-the-shelf and 3rd party application software including office automation tools. *Tests new and updated computer software applications. *Prepares concise reports and documents. *Establish and maintain effective working relationships with staff, customers, other employees, and the public; communicate effectively with people at all organizational levels. *Updates and maintains instructions to improve consistency and operational efficiency.		
5%	*Utilizes the intercom, radio, telephone, and computer-based ordering systems to receive and process emergency and non-emergency calls. *Dispatches emergency personnel and equipment to calls in accordance with established procedures. *Knowledge of and ability to effectively utilize CAL FIRE Altaris CAD, Interagency Resource Ordering Capability (IROC), Heavy Equipment Managing System (HEMS), Microsoft Office Applications, and other CAL FIRE programs.		
5%	Other duties as required.		
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Job qualifications and/or conditions of employment: Employee must be available to work day and/or night shifts or a combination of each on a rotational basis, including weekends and holidays. As well as remain on duty and/or be called back to duty on short notice and for extended periods of time due to operational need and/or emergency activity. The incumbent must pass a background and a pre-employment medical evaluation prior to appointment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ ☐ Posted to Directory	
		Supervisor Signature _____ Date _____ Initials and Date _____	