

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief - Operations	
		Division and/or Subdivision Northern Region Headquarters - Redding	
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 Redding	
		Class Title of Position Forestry and Fire Protection Administrator	
		Position Number 542-101-1031-002	
		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.		
30%	Under general direction of the Assistant Region Chief plans, organizes, directs and controls the Region's emergency services operations; identifies issues of concern to the Department and recommends plans for resolutions; is responsible for the allocation of emergency resources within the Region; provides direction to the Deputy Chief of Camps/Crews/Mobile Equipment, the Deputy Chief of Operations, the Deputy Chief of Fire Prevention/Enforcement, and the Deputy Chief of Training and Safety; coordinates and provides general direction to the Tactical Air Operations (TAO) Division Chief for the region; may assume command of the Region in the absence of the Assistant Region Chief. EMERGENCY OPERATIONS: *With assistance from the Region program Deputy Chiefs supervises the Region's mobile equipment, air operations, camp operations, intelligence, safety and training, telecommunications programs, and the Operations Coordination Center. Makes decisions about the allocation of resources on emergency operations within the Region in concert with the Southern Region. Sets standards for Region and unit drawdown limitations. Provides notification and information to the Director and Fire Protection Program managers on significant emergency incidents and commitment of resources. Prepares or directs the preparation of comprehensive reports on major incidents. Makes sure that the Region is prepared and staffed appropriately for incident response activity. *During major incidents involving multi-jurisdictional authorities, coordinates regional activities and provides input into the resource allocation decision-making process. Acts as primary Region contact to the Northern California Multi-agency coordination (NORCAL MAC) team when activated. Schedules and provides direction to the Region Duty Chief's. *Participates in the development and implementation of statewide emergency operation Plans/policies/protocols. Serves as a member of the department's Incident Management Team (IMT) Committee, Operations, Safety, Health, and Training Advisory Committee (OSHTAC), Aviation Leadership Committee (ALC), and the Mobile Equipment Leadership Team (MELT). *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 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 ☐ 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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15%

FIRE PREVENTION:

*With the assistance of the Deputy Chief of Fire Prevention manages the Region's Fire Prevention program including law enforcement, fire prevention, fire prevention engineering, information, education, civil and criminal fire cost recovery programs.

15%

TRAINING:

*With the assistance of the Deputy Chief of Training and Safety manages the Region's training and safety programs. Reviews and approves Region personnel's Incident Command System (ICS) qualifications. Monitors ICS qualifications in the Region and ensures Region has a qualified pool to support emergency operations. May assist with the coordination of and selects participants for Air Tactical Group Supervisor (ATGS) training, Incident Management Team (IMT) training, S-420/520, Complex Incident Management Course (CIMC), and Advanced All-Hazard Incident Management (AAIM). Ensure the Region's ATGS training needs are met. Ensures Region Duty Chief training occurs annually.

15%

INTERAGENCY COORDINATION:

*Manages the Region's fire control activities with all cooperating agencies; local, state, and federal. Ensures policies and procedures are carried out in accordance with the Department's mission. Makes sure the Region is prepared for the next incident in the Region. Attends meetings and develops plans with cooperators as necessary. Serves as the CAL FIRE representative to the FIREScope Operations Team.

15%

ADMINISTRATIVE PROGRAM:

Manages the Northern Region Office - Redding. Manages the region's operations budget. Coordinates with the Staff Services Manager III, Management Services to assist in implementation of Region administrative programs. Makes recommendations to the Region Chief and Assistant Region Chief in the development, implementation and evaluation of departmental policies, programs and business practices.

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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

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Percentage of Time
Required

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

10%

COOPERATIVE AGREEMENTS:

With the assistance of the Deputy Chief, Operations and the Operations Command Center (OCC) Division Chief Develops and maintain cooperative agreements with local, state and federal agencies such as but not limited to the region Geographic Area Coordination Center (GACC) to GACC agreement with Great Basin region, CAL FIRE Mutual Aid (CFMA), CAL FIRE Assistance Agreement (CFAA), California National Guard (CNG) agreement, and agreements with adjoining states primarily Oregon and Nevada.

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 status of the incumbent. As such, Cal/OSHA 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 test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Job qualifications and/or conditions of employment: **May serve as the Region Duty Chief as necessary and may respond to emergency incidents as required. May be required to work nights, weekends, and holidays.**

"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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