

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Relief Battalion Chief, Headquarters	
		Division and/or Subdivision Shasta-Trinity Unit (SHU)	
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 875 Cypress Ave, Redding, CA 96001	
		Class Title of Position Battalion Chief	
		Position Number 542-213-9723-016	
		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 the direction of the Deputy Chief of Administration, the Headquarters Relief Battalion Chief is responsible for supporting the relief battalion coverage. This individual is expected to adhere to and enforce all CAL FIRE and Shasta County Fire Department policies and procedures.		
25%	*Routinely provides scheduled Chief Officer coverage for field battalions, providing first-line supervision to fire station managers, collects and audits payment and purchase documents, timesheets, month-end reports, workers' compensation documents, reviews CAL FIRE Incident Reporting System (CALFIRS) reports, and other miscellaneous paperwork. Addresses scheduling issues for staffing of apparatus. Responds to local emergencies as an initial and/or extended attack Incident Commander, and other duties as required to support unit operations.		
15%	*Works closely with the Deputy Chief of Administration (AO) on special projects as deemed necessary. Assists the AO in reconciling positions using the current blue book to ensure hiring/recruitment accuracy. Communicates with the Associate Government Program Analyst (AGPA) Hiring, Personnel Specialists, Training Bureau, and Unit staff with hiring dates and numbers. Prepares reports to Unit Leadership for use in hiring plans. Works with the Unit hiring staff to utilize certification lists and validates hiring candidate eligibility. *Assists with annual Assistance by Hire Agreements and processing of documents. *Develops and completes grant applications for the Unit. *Works as the lead member of the safety committee.		
	Reviews attendance reports, absence requests, and travel expense claims for accuracy. Assists with the creation of special reports for Headquarters as required. Assists in the preparation of the Unit's annual Information Technology (IT) management plan review and development process. Assists the Administrative Chief with oversight and supervision of the Unit Warehouse, IT, and Personal Protective Equipment (PPE) tracking and cleaning programs.		
	*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 _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only ☐ Posted to Directory _____			
Initials and date _____			

Working Title of Position
Relief Battalion Chief, Headquarters

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

15%	Ensures that safe practices are employed. Evaluates employee development. Ensures timely completion of all tasks. *Coordinates activities with the regularly assigned Battalion Chief before and after relief assignment.
10%	*Special assignments as required, including but not limited to, All Risk emergency operations. *Responds to emergency incidents both in and out of the Unit. Assists in maintaining the Intime duty scheduling program, showing days off, vacations, and holidays. Assists with completing the 21-day tracker, ordered overtime list, and other required spreadsheets. *Maintains proficiency, qualifications, and experience standards in accordance with applicable laws, procedures, and department policy.
5%	Other duties as assigned.
	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. *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: **Must maintain ability to work with various levels of staff and management, multi-task and prioritize, pay attention to details, and perform completed staff work. The candidate selected may be required to work nights, weekends, and holidays and must be able to travel throughout the state. Two (2) year commitment required.**

"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