

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief – South Division	
		Division and/or Subdivision Butte 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 Oroville	
		Class Title of Position Assistant Chief	
		Position Number 542-211-1039-021	
		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.		
40%	Under the general direction of the Deputy Chief, the Assistant Chief – South Division is responsible for the day-to-day operations of the Unit and County Fire Department's South Division as well as cooperative agreements with the cities of Gridley and Biggs, and auto aid agreements with the city of Marysville, Sutter County Fire Department, and Plumas National Forest. *Ensures Unit operations are consistent with the Department's Strategic Plan, Fire Plan and Board of Forestry policies. *When directed or in the absence of the Unit Chief, provides Unit representation for internal and external affairs at meetings, conferences and public speaking opportunities. *Supervises and sets goals for the South Division Battalion Chiefs. Ensures training mandates are met for all career and volunteer firefighters. Ensures training provided is measurable to meet objectives established by the California Department of Forestry and Fire Protection (CAL FIRE) and the Butte County Fire Department. *Ensures health and welfare of employees is protected through a pro-active health and safety program consistent with department's policy. This will consist of inspections of facilities, equipment and emergency incidents; tailgate safety sessions; review of safety plans and modeling appropriate behaviors.		
25%	*Responsible for coordinating, developing and implementing the County Emergency Response Plan *Responsible for developing and implementing Local Government Mutual Aid Plans and Automatic Aid agreements. *Coordinates operational plans with the United States Forest Service (USFS), National Parks Service (NPS), Bureau of Land Management, local Tribal Councils, and private industry. *Creates and maintains agreements with cooperators listed above, updating as necessary.		
10%	*Responds to major emergencies within the Unit's jurisdiction and, as necessary, assumes command. Per qualifications, participates as an Incident Management Team Member. *Per schedule, will be Duty Chief throughout the year.		
*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:			
"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.

10%	*Compiles Unit statistical data on a year-to-year basis for the Unit's annual report. *Provides analytical insight into statistics gathered, and assists the Unit Leadership Team in reviewing and analyzing statistics to implement changes in unit procedures.
5%	*Reviews and responds to written and oral communications, assigning staff, as necessary, to meet deadlines.
5%	*Meets with Labor representatives to prevent /resolve disputes.
5%	Reviews and ensures staffing plans and vacation schedules are completed timely and in most cost-effective and efficient manner. 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, 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.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends, or holidays to complete duties.**

"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	