

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief, Communications	
		Division and/or Subdivision Communications	
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	
		Class Title of Position Forestry and Fire Protection Administrator	
		Position Number 542-007-1031-001	
		Effective Date September 17, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the general direction of the Deputy Director, Communications & Emergency Incident Awareness and the Deputy Director, Strategic Communications Advisor, the Staff Chief, (Forestry and Fire Protection Administrator) plans, organizes, directs, and controls the department's statewide Communications program (information and education). This position has primary staff responsibility for policy development and budgeting for these programs and serves as a subject matter expert for issues, internal and external, that involve statewide communication.		
25%	*Responsible for recommendation and development of overall communications program direction, policies, and standards. *Responsible for identifying and responding to political and external influences in coordination with Executive Staff. *Responsible for staff responses to Board of Forestry, Executive management, and the public. *Responsible for development and monitoring of program budget elements within area of responsibility as well as development of concept papers, budget change proposals, legislative analysis, etc. *Provides personnel and budgetary administration for assigned staff.		
15%	*Directs the work of the three Information Officer II's, the Television Communications Center Director (Supervisor), and the Staff Services Manager II in developing priorities and implementing policies, procedures, and recommendations pertaining to the department's strategic plan.		
15%	*Directs the work of the Deputy Chief Communications (Assistant Chief with differential) in developing priorities and implementing policies, procedures, and recommendations pertaining to the Department's Information program.		
	*Chair, create, convene, and/or participate on internal and external committees, boards, working groups, and ad hoc groups representing the Department, and Communications, in areas of expertise.		
	*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 of 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 <input type="checkbox"/> 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%

*Create and present briefings and other presentations as required. *Prepare other written and analytical projects assigned in support of Communications Executive staff such as reports to Executive management, the Governor's Office, Legislative Analyst's Office, other Commissions and organizations. *Monitors and updates Operational elements of the Strategic plan. *Responsible for maintaining and updating various Departmental policy handbooks.

5%

*Acts as the Agency Representative during activations of the Statewide Operations Center Joint Information Center (JIC). *Make decisions and recommendations in the absence of the Deputy Director for Communications.

5%

*In addition to the above tasks and duties, incumbent is subjected to and available for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies where short- and long-term travel may be required.

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Job qualifications and/or conditions of employment: Incumbent is required to wear respiratory protection equipment. Such equipment may place a physiological burden that varies with the type of equipment used, the job and workplace conditions the equipment is used, and the medical status of the incumbent. Cal OSHA requires the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a physical examination, vision, hearing, spirometry, and exercise treadmill tests. Position requires short term travel statewide to various meetings and emergency incidents.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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Initials and Date