

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Chief of the Arson and Bomb 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.		Division and/or Subdivision Office of the State Fire Marshal / Fire Engineering & Investigations	
		Location of Headquarters Sacramento	
		Class Title of Position Division Chief, California State Fire Marshal's Office	
		Position Number 544-542-8966-904	
		Effective Date November 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	In the Office of the State Fire Marshal (OSFM), the Division Chief, Arson and Bomb Unit works under the general direction of the Assistant Deputy Director (CEA) of Community Wildfire Assistance and Fire Engineering & Investigations. The Division Chief is responsible for the following duties: <u>Program Management and Leadership</u> *Manages, plans, organizes, and directs the OSFM's Arson & Bomb Unit. *Oversee and monitor the unit's fire and post-blast investigations. *Oversees case management activities, including the interrogation of suspects, witness interviews, coordination with district attorneys and prosecutors, and preparation of court cases. *Ensures appropriate staff are trained and equipped to obtain criminal complaints, serve subpoenas, and make arrests related to arson and explosion crimes. *Provides high-level guidance and technical oversight to staff delivering expert witness testimony and offering technical assistance to local agencies on fire and explosion investigation techniques. *Responsible for setting priorities, allocating resources, and evaluating performance to ensure the unit meets its objectives effectively and efficiently. *Review operational plans for high risk activities like serving warrants. *Develop, recommend, and implement statewide policies and procedures regarding the Arson and Bomb Unit. *Review and approve yearly statistics for the Arson and Bomb Unit Statists for Senior Staff.		
15%	*Oversee the collection and disposal of illegal fireworks. *Manage the department's contract and vendor to ensure the safe and timely disposal of fireworks. *Provide guidance and assistance to local government agencies in model ordinances, enforcement tactics, task force coordination, and disposal. *Coordinate participation in department and local seizure efforts and interdictions.		
15%	*Responsible for program planning, evaluation, organizational planning, fiscal management, personnel management, employee-employer relations, information system development and management, budgeting, developing Budget Change Proposals (BCP), program revenue and cost control, legislative bill analysis, executive decision-making, and public relations.		
*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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and 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.		
15%	<u>Program Management and Leadership (continued)</u> *Represent the Department on various Arson and Bomb-related issues to internal and external groups, including the Legislature, State Board of Fire Service, advisory committees, task forces, fire service, other government agencies, the private sector, and the public. *Create and provide various presentations in front of groups using technical aids, including PowerPoint. *Works with various program staff within OSFM, the Law Enforcement Program, Headquarters Programs, and the two Regions to coordinate the implementation of Arson and Bomb-related programs. *Maintain positive relationships with outside agencies and organizations. *Travel to statewide meetings and meetings throughout North America.		
10%	*Serve on the OSFM leadership team and advise the OSFM Senior Staff and CAL FIRE Executive Staff on strategic planning and operations, as well as respond to the most complex/sensitive issues for the Arson and Bomb Unit.		
10%	<u>Communication</u> *Ensure responsive customer service towards state agencies, fire agencies, organizations, and individuals. *Provide timely notification to OSFM Senior Staff of sensitive and complex issues and propose solutions to address concerns. *Serve as an adviser to OSFM Senior Staff and CAL FIRE Executive Staff on program-related issues. * Provide timely notification to Staff Chief Law Enforcement/Civil Cost Recovery and Region Law Enforcement Deputy Chiefs. *Build and maintain positive working relationships with other OSFM divisions and CAL FIRE programs, external stakeholders, and key local, State, and federal government agencies.		
10%	<u>Staff Supervision</u> *Provide leadership and supervision to management staff. *This will include personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Oversee staff procurement, purchasing, and budgeting activities. *Ensure a safe working environment with positive staff development and motivation. *Ensure statutes and regulations are being interpreted and applied correctly and consistently throughout the division.		
5%	<u>Regulations</u> *Initiate and assist in the preparation of drafting proposed laws, rules, regulations, codes, and standards dealing with the Arson and Bomb Unit or fireworks. Serve or chair various OSFM Advisory Committees and task forces related to fire protection engineering.		
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5%	<p>Emergency Response</p> <p>*Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards per applicable laws, rules, and departmental policy. *Other job-related duties as required.</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> • Peace Officer Standards and Training (POST) Regular Basic Course Academy (RBC) certification • POST Supervisory Certificate or Management Certificate • A high degree of initiative • SFT Certifications (or equivalent): Fire Investigator, Fire Marshal, Fire and Emergency Services Instructor 1, and Fire and Emergency Services Instructor 2. • Registered State Fire Training Instructor • Bachelor's Degree in a related field • Advanced Degree in a related field • Strong customer service • Excellent interpersonal communication skills (written and verbal) • Certified Explosives Specialist Core training/certification pursuant to ATF requirements. • Bomb Technician certification through the Hazardous Devices School (HDS) pursuant to Federal Bureau of Investigation (FBI) requirements. • Certified Fire Investigator (CFI) certification through a recognized accreditation process, such as the OSFM, California Conference of Arson Investigators (CCAI), National Association of Arson Investigators (NAFI), or International Association of Arson Investigators (IAAI). <p>*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.</p>		
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Job qualifications and/or conditions of employment: Complete and maintain Peace Officer Standards and Training (POST) Regular Basic Course Academy (RBC) certification, current weapon qualification status, and other POST-required training.			
Ability and willingness to work throughout the State and at unusual hours, evenings, weekends, and holidays; may be placed on standby or on-call 24 hours; possess and maintain a California Driver's License and good driving record. In and out-of-state travel is required up to 35% of the time and may include overnight stays.			
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