

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Division Chief, EOCC	
		Division and/or Subdivision Emergency Operation Coordination Center	
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 Assistant Chief (Supervisory)	
		Position Number 542-101-1039-001	
		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 general direction of the Assistant Chief with Differential (Deputy Chief Operations) the Assistant Chief (Division Chief - Emergency Operations Coordination Center) is responsible for the operation of the Regional Emergency Operation Coordination Center (EOCC), and performs the following duties: *Coordinates utilization of aerial and ground resources Region wide to control incidents and maintain an effective initial attack force. *Knowledgeable about agreements and operating plans related to resource coordination; including the Multi Agency Coordination System (MACS) and represent Department of Forestry and Fire Protection (CAL FIRE) in the Northern California MACS meetings. *Has delegated authority to perform resource coordination for the Office of Emergency Services (OES) and other mutual aid resources in OES Region(s) according to policies and procedures. *Functions as the Northern Region Command and Control liaison for cooperating agencies to relay information regarding dispatching systems, resource ordering, policy or procedure changes, and the coordination of resources with other agencies to incidents of mutual concern.		
20%	*Responsible for planning, implementing, supervising and training in the use of the Regional command and control system; serves as a staff advisor to the Regional Chiefs and Unit leadership on all matters relating to dispatch policies and procedures; assist the CAL FIRE Training Center in development of training for the command and control system; represents the department in Emergency Command Center (ECC) course development and updates; maintains continuity and assures that courses will fit with changing technology systems and incident base automation and other telecommunications technology advancements. *Coordinates with the Deputy Chief of Command and Control and the Southern Region OCC Assistant Chief on issues affecting Command and Control.		
	*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.		
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	<input type="checkbox"/> Posted to Directory <div style="text-align: right;">Initials and date</div>		

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

15%	Responsible for planning, implementation, and maintaining inventories of all communications equipment of the Regional telephone and radio communications systems; serves as staff advisor to the Region and Unit leadership on all matters relating to communications; keeps informed of the communications systems. *Responsible for staff work and statistical gathering and analysis in support of the Command-and-Control Section and the timely processing of all documents, forms, and reports required to accomplish the above tasks.
15%	*Supervises assigned personnel, including six Battalion Chiefs, seven Communications Operators, three Fire Captains, a Telecommunications System Analyst II and other employees as assigned. *Coordinates workload issues for the Telecommunications System Analyst with the Sacramento Telecommunications Systems Manager.
10%	*Required to travel to support the Department Mission, attend meetings and committee assignments as required. *Member of the Emergency Command Center Review Team and required to participate in bi-annual Command Center review process. *Member of the Command-and-Control Handbook Committee. *Cadre member for the annual Emergency Command Center Chief's training.
5%	May serve as Region Duty Chief as needed. Maintains availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.
5%	Other duties as assigned
	<p>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, the California Occupational Safety and Health Administration (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.</p> <p>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.</p> <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>

Job qualifications and/or conditions of employment: 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
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date