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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position West Desert Division Chief | |
| | | Division and/or Subdivision Southern Region-Riverside 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 Perris | |
| | | Class Title of Position Assistant Chief (Supervisory) | |
| | | Position Number 542-312-1039-608 | |
| | | Effective Date December 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. | | |
| 25% | The West Desert Division Chief is under the general supervision of the Assistant Chief w/ Diff (Deputy Chief-East Operations). This individual is expected to implement, adhere to, and enforce all CAL FIRE and Riverside County Fire policies and procedures. This individual is headquartered in Palm Desert at Eastern Operations and is responsible for the following: Duties *Coordinates with and assists the Deputy Chief-East Operations by planning, directing and evaluating all field operations within the West Desert Division. *Directly supervises the field Battalion Chiefs whose battalions include fire stations. *Supervises the battalions to ensure the fire stations and all equipment meet the Riverside Unit minimum standards at all times. *Oversees and supports the Division's Volunteer Reserve Program. *Ensures that the employees supervised by the Battalion Chief meet minimum standards, are response ready at all times and their performance is in accordance with the County Fire Department's objectives and policies. | | |
| 20% | *Serves as the Liaison to the Fire Chief for Cities of Indian Wells, Palm Desert, and Rancho Mirage. *Promote effective relationships with City & County staff, City Councils, County Supervisors, and community leaders. *Participates in a variety of meetings and conferences - often at night. *Is responsible for all emergency activities within the cities and the unincorporated areas of the Division. | | |
| 10% | *Responsible for technical guidance, coordination, priorities, and measuring results achieved in: fire protection, work schedules, policy, records and documentation, training, material management, safety and physical fitness, grounds and improvements, public relations, fire prevention and law enforcement, and other projects. *Coordinate and collaborate with the City or County Fire Marshal's office. | | |
| | *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: Maintains the arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends or holidays. | | | |
| "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 _____ | | | |

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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2 | | Working Title of Position West Desert Division Chief | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 10% | *Identifies workforce replacements. *Assists in and recommends the selection of the placement of field employees. *Maintains a system of employee development and performance evaluation. *Makes decisions and recommendations concerning employee adverse action and grievances. *Coordinates with the Deputy Chief in planning and organizing a training program and supervises the training of permanent staff and volunteer emergency response crews. *Leads and participates in assigned committee or special project work. | | |
| 10% | *Makes decisions considering emergency strategy and tactics. *Assumes command of the emergency activity when circumstances are required, and provides leadership as assigned. *Provides Division coverage as assigned, including weekends. | | |
| 10% | *Evaluates all program requirements and develops estimates for the budgeting process. *Recommends and assists in the allocation and placement of budgeted items. *Works with Fire and City staff in budget preparation. *Evaluates all activities and methods to ensure that performance is consistent with the planning, programming, and budget system. | | |
| 5% | *Identifies service and supply needs to the Operations Deputy Chief or County Fire Liaisons. *Administers the needs for servicing, maintaining, and repairing of automotive equipment. *Maintains procedures to ensure adequacy and readiness of tools and equipment throughout the Division to meet all emergency activities. | | |
| 5% | *Coordinates the mutual aid and automatic aid programs within the Division. *Interfaces and effectively coordinates with cooperating agencies, both local, State, and Federal. | | |
| 5% | *As assigned, acts as the Unit's Duty Chief to manage the Department in the Chief's absence. Other duties as assigned. | | |
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| Employee Signature _____ | | Date _____ | |
| Supervisor Signature _____ | | Date _____ | |
| Personnel use only <input type="checkbox"/> Posted to Directory | | _____ Initials and Date | |