

|   |   |  |  |
|---|---|--|--|
| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |   | Working Title of Position<br><b>Deputy Chief - Operations</b>    |  |
|   |   | Division and/or Subdivision<br><b>Amador – El Dorado Unit</b>    |  |
| 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<br><b>Camino</b>                        |  |
|   |   | Class Title of Position<br><b>Assistant Chief w/differential</b> |  |
|   |   | Position Number<br><b>542-417-1039-030</b>                       |  |
|   |   | 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%   | <p>Under the general direction of the Unit Chief, the Deputy Chief – Operations provides strategic leadership, coordination, and oversight of all operational programs within the Unit. This position is responsible for supervising Division Chiefs and other key personnel, ensuring operational readiness, and aligning Unit activities with CAL FIRE's mission and objectives. The Deputy Chief serves as Acting Unit Chief in their absence and plays a pivotal role in emergency response, interagency coordination, and administrative functions.</p> <p><b>Operational Oversight</b></p> <p>*Lead and evaluate field operations across all divisions and battalions. *Oversee critical Unit programs including fleet management, hired equipment, Emergency Command Center (ECC), training, safety, and resource management. *Ensure effective coordination of emergency command centers, training bureaus, fire prevention, and fleet operations. *Maintain operational readiness through oversight of personnel, equipment, and facilities. *Develop and implement policies, procedures, and long-range plans to enhance operational effectiveness.</p> |  |  |
| 25%   | <p><b>Planning &amp; Program Support</b></p> <p>*Coordinate updates to Federal, State, and Local Responsibility Area (LRA/SRA) and Direct Protection Area (DPA) mapping. *Support vegetation management and pre-suppression planning efforts. Evaluate program needs and recommend budget priorities to support operational goals. *Collaborate with administrative staff to manage budgets, special projects, and personnel matters. *Prepare briefings, reports, and presentations as needed. *Ensure purchasing and procurement activities align with departmental requirements.</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>   |   |  |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 2.</a>   |   |  |  |
| "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 _____  |  |

Working Title of Position

Deputy Chief - Operations

Percentage of Time  
Required

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

15%

**Personnel Management**

\*Directly supervise Division Chiefs and assigned staff, ensuring compliance with departmental policies and Memoranda of Understanding (MOUs). \*Coordinate Unit Duty Chief schedules and responsibilities.

10%

**Interagency & Community Coordination**

\*Facilitate and manage contractual services and cooperative agreements with local agencies. \*Maintain strong working relationships with allied agencies including law enforcement, Office of Emergency Services (OES), United States Forest Service (USFS), and local fire departments. \*Represent the Unit and Department at meetings, conferences, and public events.

10%

**Emergency Response & Incident Management**

\*Respond to emergencies as Incident Commander or as a member of the Command and General Staff. \*Mentor and train Division and Battalion Chiefs in emergency operations. Participate in statewide incident management teams as assigned. \*Provide leadership during high-activity periods, including command and control of emergency incidents. Other duties as required.

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 including a review of the incumbent's medical history, a complete physical examination, 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.

**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: **May be subject to working nights, weekends and 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

☐ Posted to Directory

Initials and Date