

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>East Division Chief</b>	
		Division and/or Subdivision <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 <b>Camino</b>	
		Class Title of Position <b>Assistant Chief</b>	
		Position Number <b>542-417-1039-032</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.		
25%	Under general direction of the Unit Chief, the East Division Chief for the Tahoe Basin and Alpine County area is responsible for providing administrative and operational oversight for activities within Lake Tahoe Basin and Alpine County, as well as the coordination of activities within a field battalion. Duties include but are not limited to the following:  *Ensures close coordination among affected agencies as a result of the State Protection Adjustment. Works with federal, state and local cooperating agencies on the continued development of response plans, dispatch levels, mutual aid/automatic aid agreements, local agreements, assistance-by-hire agreements and the sub-geographical annual operating plan. *Monitors and maintains compliance with the Bi-State Governor's Tahoe Basin Fire Commission and its findings and recommendations, and provides input to appropriate entities. Assists in development of the annual report to the Governor detailing the progress and fulfillment of the recommendations of the Blue Ribbon Commission		
20%	*Performs Agency representative duties to the following agencies and organizations: Lake Tahoe Basin Fire Chiefs Association, Lake Tahoe Basin and Alpine County fire agencies, Sierra Front Wildfire Cooperators, Multi Agency Coordination group, Nevada Fire Safe Council, Alpine County Fire Safe Council, Lake Tahoe Basin Fire Prevention Officers, Tahoe Regional Planning Agency (TRPA), TRPA Advisory Planning Committee, TRPA Environmental Improvement Program group, Lahontan Regional Water Quality Control Board, Tahoe Fire and Fuels Team, California Tahoe Conservancy, California State Parks, California Department of Fish and Game, Alpine County government, El Dorado County government-Lake Tahoe Basin, City of South Lake Tahoe, Nevada Department of Forestry. Develops and maintains effective working and cooperative relationships with local, state, and federal agencies, private citizens and businesses, nonprofit groups and Departmental personnel within the Tahoe Basin and Alpine County. Attends meetings, makes professional presentations, and prepares reports.  *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.		
<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.			
<b>Job qualifications and/or conditions of employment:</b> See page 3			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position  East 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.		
15%	*Administers the Public Resources Code (PRC) 4291 program for Lake Tahoe Basin and Alpine County. Provides PRC 4291 training for Lake Tahoe Basin and Alpine County fire entities. Ensures uniform application of defensible space laws among agencies. *Administers a balanced fire prevention program; performs or assigns others to perform routine fire prevention inspections; makes public and external relation contacts at the appropriate level. Provides Battalion input to the Pre Fire Division for the Unit Fire Management Plan on an annual basis. Provides advisory support to local Fire Safe Councils.		
15%	*Supervises the Tahoe Basin/Alpine County Battalion Chief and oversees the Lake Tahoe Basin and Alpine County Division program, including the activities of the South Lake Tahoe Engine personnel. Supervises personnel that may be temporarily assigned at any time to assist with projects in the Tahoe Basin. Supervises Tahoe California Conservation Corps (CCC) Fire Center Battalion Chiefs and oversees the Fire Center program. *Maintains fire control skills and respond to emergency incidents as required. *Represents the Department as it relates to Cost Share/Cost Apportionment as required on vegetation fires		
10%	*Ensures compliance with the State's Forest and Fire Laws including oversight and enforcement of the Lake Tahoe Basin Defensible Space Program (PRC 4291), Land Use Planning and Fire Safe Regulation Coordination (PRC 4290), compliance with California Environmental Quality Act (CEQA) environmental review of proposed public agency projects as well as the Z'Berg-Nejedly Forest Practice Act.		
10%	Performs or assigns others to perform regular inspections of facilities and equipment to ensure that they are maintained according to Department standards including facility safety inspections, equipment safety compliance inspections, regulated vehicles daily inspections, and normal vehicle maintenance service. Arranges for specialized personnel to perform maintenance work that is beyond the capability of station personnel.		
5%	Other duties as required.  *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.		
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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.		
	<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, 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>		
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<b>Job qualifications and/or conditions of employment:</b> May be required to work nights, weekends, and holidays.			
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<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory <div style="text-align: center;">           _____            Initials and Date            _____         </div>			