

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Deputy Chief- Law Enforcement and Fire Prevention</u>	
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 <u>Northern Region Headquarters (CNR)</u>	
		Location of Headquarters <u>Redding</u>	
		Class Title of Position <u>Assistant Chief with differential</u>	
		Position Number <u>542-101-1039-003</u>	
		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%	<u>Under general direction of the Staff Chief of Operations, the Deputy Chief will direct and coordinate, on a statewide basis, all law enforcement programs for the Department of Forestry and Fire Protection (CAL FIRE) within the Northern Region, (consisting of 12 operational units and 1 contract county); duties include:</u> <u>Management of Law Enforcement Program</u> *Provide day-to-day management of the CAL FIRE Northern Region Headquarters (CNR) Law Enforcement/Investigations program and activities. Regionwide case consultation. *Organize and supervise complicated investigations. *Evaluates Peace Officer Performance during investigations, case preparation and courtroom appearance. *Monitors Peace Officer Standards and Training Peace Officers, candidate background investigations, and CAL FIRE Peace Officer selection. *Monitors Peace Officer training required by law and policy.		
25%	<u>Investigative Services</u> *Directly Supervises the Assistant Chief of Investigations and Assistant Chief of Law Enforcement. *Consults with CNR Region Chief on approval and coordination of Executive Summaries for Law Enforcement actions and investigation. *Performs investigative services, as assigned, including Incident Commander and/or operations Chief of major law enforcement investigations.		
20%	<u>Case Management & Fire Investigation and Cost Recovery</u> *Provides fire investigation and cost package oversight to units. *In consultation with the Units, coordinates the development and initiation of Investigative Plans on complex incidents. Assigns investigative resources as needed. *Acts as lead investigator and field supervisor, when assigned, on complex investigations, special major cases or investigative projects. *Coordinates with state and local investigators on multi-jurisdictional cases to ensure proper application of laws and regulatory responsibilities. Provides oversight of the CNR Cost Recovery Program, including Civil Cost Recovery (CCR), Assistance by hire, and Fire Management Assistance Grant Program (FMAG). *Directly supervises Staff Services Manager I – Civil Cost Recovery. Advises the Northern Region Chief of CCR-related issues as needed.		
*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:			
"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 POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Deputy Chief- Law Enforcement and Fire Prevention	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<u>Criminal Intelligence</u> *Monitors CNR criminal intelligence functions, provide oversight to the Criminal Law Enforcement Telecommunications system within CNR, including terminals and mobile systems.		
10%	<u>Budget Management</u> Maintain oversight and management of the CNR Law Enforcement budgets and expenditures.		
5%	<u>Fire Investigation Committee Membership</u> Monitor and provide input to the National Wildfire Coordinating Group Fire Investigation Subcommittee and its products. Serve as liaison to the Fire Investigation Subcommittee. Provide advice to the department's representative on other investigative groups such as The National Fire Protection Administration (NFPA), the International Association of Arson Investigation (IAAI), and research groups.		
5%	<u>Emergency Incident and Investigation Support</u> *Provide support for emergency incidents as directed under the total force concept. *Act as CNR Duty Chief when assigned. *Conduct, manage, and/or support fire investigations and law enforcement operations as a CAL FIRE peace officer and as a certified NWCG (National Wildfire Coordinating Group) INV (Wildland Fire Investigator) and INTM (Wildland Fire Investigation Team Member). 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. 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.		
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Job qualifications and/or conditions of employment: <u>Must be a current CAL FIRE Peace Officer or be willing to become a CAL FIRE Peace Officer and must pass a CAL FIRE Peace Officer background check during probationary period as a condition of employment. May be required to work nights, weekends, and holidays to complete duties.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ <input type="checkbox"/> Posted to Directory	
		Supervisor Signature _____ Date _____ Initials and Date _____	