

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position PSP Battalion Chief (PO)	
		Division and/or Subdivision Professional Standards Program (PSP)	
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 Sacramento	
		Class Title of Position Battalion Chief (BC)	
		Position Number 542-008-9723-005	
		Effective Date January 5, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the direction of the Assistant Chief w/ Differential (Deputy Chief, PSP), the Battalion Chief (BC) is responsible for conducting administrative and background investigations. The incumbent will provide consultation and training to Departmental staff of all levels on PSP program and statewide policies and procedures. Duties include but are not limited to: *Conduct various investigations related to background, misconduct allegations, Whistleblowers complaints, and citizens' complaints. *Plan, organize, and investigate alleged violations of provisions of laws, rules, regulations, or State and Departmental Policy. *Collaborate with CAL FIRE Regions, Units, Programs, and other internal and external stakeholders to ensure Departmental investigatory and background investigation policies, processes, and procedures are consistent. *Perform administrative investigations when a formal complaint is filed against a peace officer pursuant to PC 832.5, GC 1029 (Public Safety Officers Procedural Bill of Rights) or GC 3253 (Firefighters Procedural Bill of Rights). *Interview employees, civilians, and/or others to gather evidence, review documents, and analyze findings for investigations. *Prepare investigation and incident reports. *Present recommendations and reports to the , PSP Deputy Chief, appropriate Supervising Special Investigator, Deputy Director, and/or other key stakeholders as appropriate for additional courses of action. *Track and monitor individual case load to ensure effective quality control and assurance.		
30%	*Assist in the development of training pertaining to investigations, employee backgrounds, code of conduct, employee expectations, new employee orientation, and progressive discipline. *Provide training and advice to field supervisors with responsibilities under the Fire Fighter Bill of Rights Act (FOBR) and the Peace Officer Bill of Rights Act (POBR) to protect employee rights, principles and methods of disciplinary actions to ensure appropriate corrective action is taken.		
*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: 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			
Initials and date _____			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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15%

*Collaborate with other PSP Staff and internal stakeholders to ensure employee background investigations are completed consistently and timely. *Utilize various methods and resources to conduct appropriate background investigations including, but not limited to, the Department of Justice (DOJ) Live Scan Service, reviewing personal, criminal, financial, medical, residence, employment, and education history, etc.

5%

*Assist in gathering statistical information required by the Department and other agencies as appropriate. *Perform research and field studies to determine the most effective means of targeting PSP-related policies, procedures, and training material.

5%

*Respond to emergencies and accident reviews, as assigned. *Uphold CAL FIRE training standards and minimum qualifications. *Maintain availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.

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Job qualifications and/or conditions of employment:

- Completion of the Peace Officers Standards and Training (POST) Basic Academy (please attach certificate to application), and current California driver's license are required; OR, must be qualified to attend a Regular Basic Course, (RBC) within 12 months of appointment to this position. Successful candidates will undergo a complete background investigation, in accordance with the Commission on POST requirements.
- Travel will be required on an as needed basis. Between three to seven days or more per month of in-State travel, overnight may be required.
- The incumbent may be 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, California Occupational Safety and Health Administration (CalOSHA) 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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Initials and Date