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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 <u>Deputy Chief of Community Risk Reduction</u> | |
| | | Division and/or Subdivision <u>Northern Region / Sonoma-Lake-Napa Unit</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. | | Location of Headquarters <u>St. Helena</u> | |
| | | Class Title of Position <u>Assistant Chief w/ Differential (Deputy Chief)</u> | |
| | | Position Number <u>542-114-1039-006</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. | | |
| 30% | <u>The Assistant Chief w/ Differential (Deputy Chief) of Community Risk Reduction (CRR) reports to the Sonoma-Lake-Napa Unit Chief and is a member of the Unit's Executive Leadership Team. Responsible for planning, organizing, implementing, directing, and evaluating the Unit's Pre-Fire Management, Forest Practice, State Forest operation, Wildfire Resilience, and Public Information and Education.</u> | | |
| 25% | <u>*Coordinate Unit efforts in addressing fuels management issues. *Act as liaison between the Unit, regional fire services agencies, private landowners, tribal partners, and state/federal cooperators. *Formulate and implement Unit fuels reduction, prescribed fire, and resilience strategies. *Oversee project development, environmental compliance, and landowner agreements. *Ensure Unit/Departmental goals align with fire safe compliance and statewide regulations. *Evaluate effects of legislation on operational programs and implement strategies.</u> | | |
| 20% | <u>*Direct and supervise Pre-Fire and Vegetation Management Programs. *Coordinate Unit-wide fuels reduction and prescribed fire projects. *Oversee project planning, permitting, smoke management, and compliance. *Serve as liaison with local, state, and federal agencies. *Ensure accurate reporting, environmental documentation, and stakeholder communication. *Attend public and cooperator meetings supporting fuels implementation.</u> | | |
| | <u>*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.</u> | | |
| 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: <u>See page 2.</u> | | | |
| "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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| 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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| 10% | *Responsible for selection, assignment, and supervision of personnel. *Provide guidance on training, evaluate performance, and recommend discipline. Collaborate on budgets, oversee expenditures, and provide input. *Provide oversight of grant processing and management. |
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| 10% | The Deputy Chief can act as the Agency Administrator in the absence of the Unit Chief. Serve as Duty Chief overseeing emergency activities. Assume command and make decisions on staffing, equipment, and response. Communicate with Regional Duty Chiefs and inform Unit Chief of developments. Respond to incidents as Chief Officer or Agency Representative. Maintain qualifications and readiness for emergency incidents. |
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| 5% | Other duties as required. |
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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.

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy.**

"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