STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Southern Region Hand Crew Program Assistant Chief
Division and/or Subdivision	Southern Region
Location of Headquarters	Riverside
Class Title of Position	Assistant Chief
Position Number	542-401-1039-019
Effective Date	3/1/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Assistant Chief with Differential (Deputy Chief Region Hand Crew Program Coordinator), the Southern Region Hand Crew Program Assistant Chief, will serve as the primary point of contact with the California National Guard and the CAL FIRE Firefighter hand crews. The Southern Region Hand Crew Program Assistant Chief will be the primary supervisor of the Southern Region Hand Crew Analyst 2.
40%	*The Southern Region Crew Program Assistant Chief is responsible for the coordination of the Departments use of military hand crews. *Responsible for the development of Department policy, identifies training needs and standards for utilization of military hand crews. *Coordinates and oversees the Military Crew Liaison Advisor (MCAD) program for the Southern Region. *Serves as the Subject Matter Expert for all military hand crew deployments on wildland fires. *Participates in management reviews that include inspections of Fire Centers, automotive equipment, field projects to ensure compliance with Department policies. *Provides program policy and oversight of the Department's use CAL FIRE FF hand crews. Responsible for the development of policy. *Participates in management reviews that include inspections of Fire Centers, Conservation Camps, California Conservation Corps, California Military Department, and Automotive equipment, field projects to ensure compliance with Department policies.
30%	*Assists the Deputy Chief of Region Hand Crew Program Coordinator as a Region Liaison with the Crew Program Managers in the Units, Sacramento, California Military Department (CMD), CAL FIRE FFI Fire Centers, California Conservation Corps (CCC), California Department of Corrections and Rehabilitation. Ensures policies and procedures are followed within the region regarding quality of the CAL FIRE hand crews serving in a firefighting capacity. Provide region program policy direction to CAL FIRE hand crews.
	*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: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Subject to working nights, weekends, or holidays. Extended over-night travel is expected throughout the State.

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Southern Region Hand Crew Program Assistant Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Review crew staffing levels, production rates and monitor project activity. *Conduct purchasing and procurement per Department policies. *Write, compile and maintain administrative reports and records and answer correspondence. Communicating impacts to crew daily staffing ie: CNG Monthly Drill and Annual Training
10%	*Serve as a representative for California South Region for training when activating CNG Crews during periods of draw down. Assist during CNG Emergency Military Type 2 hand crews Activations. Serve as coordinator to train emergency Military Firefighting Crews at Camp Roberts. Help coordinate Battalion Military Liaison during deployments of CNG hand crews. Coordinating MCAD and FF1 training for Units. Coordinate and support the training needs of fully funded CAL FIRE/CMD hand crews within the Southern Region.
5%	Serve as SME for action items and ad-hoc tasks that come from Crew Program Working Group (CPWG). Participate in meetings required. *Responds to emergency incidents in accordance with Department Policy. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. Provide Region Duty Chief coverage as required. Completes special projects and other duties as assigned.
5%	*Provides Region Duty Chief coverage including Southern Region Intel coverage as required. *Responds to emergency incidents of all types in administrative, suppressive and evaluative capacities. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. 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.

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: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Subject to working nights, weekends, or holidays. Extended over-night travel is expected throughout the Region. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.

"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