

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief – South Division	
		Division and/or Subdivision Amador El Dorado Unit	
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 Pine Grove Conservation Camp	
		Class Title of Position Assistant Chief	
		Position Number 542-452-1039-010	
		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.		
45%	Under the direction of the Deputy Chief, the Assistant Chief has responsibility for the management of Pine Grove Conservation Camp, Battalion 3 and Battalion 4. *Supervises and evaluates the work performance of two Battalion Chiefs, Fleet Equipment Manager and Pine Grove's California Department of Forestry and Fire Protections (CAL FIRE) staff. *Maintains on-going, inclusive training and safety programs for camp staff, two Battalion Chiefs, Fleet Equipment Manager and inmate firefighters to ensure professional response to assigned emergency tasks and departmental work requirements. *Prepares budgets, directs expenditure of funds and maintains records of expenditures for camps and battalions.		
20%	*Responsible for planning, developing, implementing and evaluating project work conducted for Federal, State and Local agencies. *Includes consultation with public agency personnel, preparations of Letters of Understanding, develop project requests with sponsors, assist sponsors with project budgeting and onsite inspections. *Establishes and maintains liaison with administrative personnel of the California Department of Corrections and Rehabilitation assigned to Department of Juvenile Justice.		
15%	*Acts as Duty Chief as scheduled on a year-round basis and responds to emergency incidents as required. *Provides field liaison with heads of other fire services, both urban and rural for auto and mutual aid, fire protection and for effective utilization of our emergency forces. *For this operational division, prepares recommendations on the level of fire protection services to be maintained and directs execution of the plan based on weather conditions, current priorities, available resources, and good judgment.		
*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.

10%	<p>*Directs a program of performance evaluation and employee orientation throughout the operational division with emphasis on increasing emergency readiness and maintaining a discrimination/harassment free workplace. *Maintains contact with public organizations within this operational division, i.e.: homeowners' groups, service organizations and special interest groups to provide information about CAL FIRE and the programs we sponsor.</p>
5%	<p>Will participate on Incident Management Teams or other overhead positions as qualified.</p>
5%	<p>Other duties as required.</p>
<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>Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.</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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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays.

"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 _____	