

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief – West 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 Camino	
		Class Title of Position Assistant Chief	
		Position Number 542-417-1039-031	
		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.		
40%	Under the direction of the Deputy Chief Operations, the Assistant Chief has overall responsibility for the West Division of Amador El Dorado Unit. This includes Battalion 5 Cameron Park Schedule A Contract and McClellan Airtanker Base (MATB). *Maintains proper oversight and supervision of Battalion Chiefs, Fire Captains, Fire Apparatus Engineers and seasonal firefighters. *Performs a variety of personnel management duties which may include employee grievances, disciplinary and/or adverse actions. *Ensures that all operations are performed in a safe manner and adhering to policy.		
25%	*Oversees budget management, operating expenditures, reimbursement and personnel services for Battalion 5 and MATB. *Maintains on-going, inclusive training and safety program to ensure professional response to assigned emergency tasks and departmental work requirements.		
20%	*Attends Cameron Park Community Services District (CSD) Board meeting and provides comprehensive reports on the cooperative agreement between Department of Forestry and Fire Protection (CAL FIRE) and the CSD, including operational status, performance metrics, fiscal impacts and community engagement. *Ensures full adherence to all applicable policies, procedures and regulatory requirements governing operations at McClellan Airtanker Base. *Builds, reports on and maintains effective working relationships between CAL FIRE's Aviation Program, facilitating coordinated planning, safe and effective air operations, and timely issue resolution.		
*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>*Assumes Duty Chief coverage on a year-round schedule and respond to emergency incidents as required. *Responsible for decisions pertaining to the emergency use of staff, equipment, and facilities while assigned as Duty Chief. *Responsible for keeping supervisor or Unit Chief up to date on resource movement or emergency related activity in the Unit. *Respond to emergency incidents of larger and more complex nature. *Provide alternative coverage for key management positions on an Incident Command Team.</p>
5%	<p>Other duties as assigned.</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>*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 subject to working 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	