

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief - Administrative Officer (C3402)	
		Division and/or Subdivision Southern Region - SLU	
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 San Luis Obispo	
		Class Title of Position Assistant Chief with Differential	
		Position Number 542-316-1039-006	
		Effective Date 2/16/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the general direction of the Unit Chief, the Assistant Chief W/ Diff, (Administrative Officer) provides overall program management and direction for the management services functions of budgeting; personnel and human resources; accounting; planning; contract administration; and other support services. Serves as a member of the Unit Leadership Team of CAL FIRE-San Luis Obispo and participates in program management planning, developing, directing, and evaluating major CAL FIRE and Cooperative Agreement programs.		
25%	*Responsible for managing State, Sch "A" and Sch "C" contracts totaling over \$35 Million.* This is budgeted in 4 index's, 28 PCA's, 4 Sch "A" contracts and 4 Sch "C" funds. *Prepare mid-year and year-end projection reports to both the Unit Chief and Region office. *Complete quarterly projections for all Sch "A" contracts and report to each Local Government Contract. * Be accountable to both State and Local Government to meet budgeted amounts at year-end.		
	*Provides functional guidance and supervision to the County Finance Supervisor I and the State Finance Supervisor I in CAL FIRE-San Luis Obispo on matters associated with their assigned programs. * Coordinates closely with the Unit Chief and the unit management staff in the management of the adopted state and local government budgets. *Assigns and directs the work of CAL FIRE-San Luis Obispo support services staff (Training, PIO /LOFR and Administration Battalion Chiefs) and assures complete integration of specialized support services with field operations. *Reviews and responds to written and oral communications and assigns staff as necessary to meet reporting deadlines for the Sch "A" contracts, Region, and Sacramento.		
	*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: <u>May be required to work nights, weekends or holidays in support of emergency incidents. May require driving department vehicle to remote locations. 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, CALOSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Transfers will require a two-year commitment.</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 _____	

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

- 25% * Provides functional guidance and supervision to Personnel Supervisor I and coordinates administrative decisions regarding methods and procedures to be followed and evaluates results achieved in specialized services such as: Personnel Record keeping, hiring processes, performance standards, grievance resolution and disciplinary action, labor relations and EEO. *Responsible for Program planning, budget preparation, allocations, and fiscal recordkeeping. *Analyzes permanent and seasonal employment needs and plans for hiring and separation of a workforce in accordance with master position authorizations. *Coordinates hiring plans with Division Chiefs to meet staffing needs. *Directs on-the-job training for the headquarters office support staff, evaluates performance, maintains discrimination/harassment free workplace. *Works with Region Information Technology /computer systems coordinator for replacement and upgrades of Units computer systems.
- 15% *Establishes and maintains effective working relationship with County, City, District, and other local government agency managers to effectively implement CAL FIRE contract fire protection agreements. *Works closely with the Unit Chief on prioritizing and negotiates the annual budget requests to local government contract agencies. *Evaluates and makes recommendations regarding demographic and other situational changes that may impact CAL FIRE's fire & emergency service delivery requirements, especially as it relates to funding, staffing, and support services impacts.
- 5% *Provides guidance and coordination to program managers on the recruitment and retention of a diverse workforce. *Administers the Equal Employment Opportunity (EEO) program and internal employee disciplinary program.
- 5% *Provides functional guidance to satellite Incident Bases when set up on large or complex incidents within the unit or adjacent contract counties. *Provides necessary assistance and support to CAL FIRE-San Luis Obispo Unit's assigned Contract Counties (Santa Barbara & Ventura). *Performs line or staff duties on fires or other emergencies in San Luis Obispo County or in other locations throughout the state or nation as assigned. *May be assigned the duties of the Acting Unit Chief, Unit Duty Chief, Operational Area Fire/Rescue Mutual Aid Coordinator, or CAL FIRE Agency Representative or Liaison Officer in a wide variety of assignments. *May be assigned to a CAL FIRE Incident Command Team. Other duties as required.

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