

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Division Chief, West Operations	
		Division and/or Subdivision Nevada-Yuba-Placer 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 Auburn	
		Class Title of Position Assistant Chief	
		Position Number 542-216-1039-005	
		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.		
50%	Under the general supervision of the Deputy Chief of Operations, the Division Chief, West Operations, is responsible for the direct supervision of two (2) Placer County Schedule "A" field Battalion Chiefs and two (2) Placer County Heavy Equipment Mechanics (HEMs). This individual is expected to implement, adhere to, and enforce all CAL FIRE and Placer County Fire policies and procedures.		
20%	*Organizes and directs field operations and coordinates the work of all Unit field components within the Division to assure performance in accord with watershed and fire protection program objectives. *Supervise, plan, direct and evaluate the administration and operation of assigned programs *Administer the coordination of daily operations, personnel, budgets, training, and safety within assigned programs. *Coordinate and work cooperatively with all Unit programs and supervisors to ensure Unit success. *Establish positive working relationships with employees, cooperating agencies, and stakeholders		
10%	*Supervises emergency incidents and makes strategic decisions; develops cooperative relationships with other agencies to maintain coordination in interagency operations. Provide Unit Duty Chief coverage on a rotational schedule. Make decisions on fire control strategy and tactics; assumes command of fire suppression activity when circumstances require; and provides leadership in other emergency activities as assigned. May be assigned to emergency command or support duties statewide as needed		
	*Maintains an effective liaison with community leaders and private landowners throughout the West Division; participates in various appropriate meetings and conferences. *Coordinates fire department programs requiring close working relationships with city/county/district elected officials.		
	*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:			
"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			

