

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Prevention Specialist II	
		Division and/or Subdivision San Benito / Monterey 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 Monterey	
		Class Title of Position Fire Prevention Specialist II	
		Position Number 541-419-1069-501	
		Effective Date 01/01/26	
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 Battalion Chief (Unit Fire Prevention Supervisor), the employee will act as the Assistant Manager of the Unit's Fire Prevention Public Information and Education Program. The Fire Prevention Specialist I will perform the following duties and responsibilities: *Independently plan, coordinate, and manage the Unit's Fire Prevention Education Program, School Programs (Preschool through 12 th grade) to include home and outdoor fire safety, career day, conservation and natural resources, etc. * Adult community programs to include presentations on homeowner fire safety awareness, fire resistive planting around the home, and be a member of the local Fire Safe Council;* Educates adults and youth on fire safety, career day, conservation and natural resources. * Design and construct public displays of Fire Prevention Education materials and information for fairs, shopping malls, and interagency and community events.		
35 %	*Plan, coordinate, and manage the Unit's Volunteers In Prevention (VIP) Program, which consists of approximately 100 volunteers. *Conduct meetings to recruit and train VIP's. *Identify and coordinate the Unit's Fire Prevention Program that the VIP's can assist, implement, and/or participate in.* Provide PRC 4291 and LE-38 training to the VIP's. * Record and maintain VIP Program activity and statistical records. * Manage VIP budget and expenditures.		
25 %	*Coordinate with the Unit's Battalion Chief's to provide VIP assistance to perform LE-38 inspections in prioritized target areas.* Gather LE-38 inspection statistics from the Battalion Chief's and provide written reports for the Unit, Region, and Sacramento using the latest CAL FIRE statewide data base technology. Other duties as assigned.		
*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: Successfully completes required training as a condition 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. May be required to work nights, weekends, and holidays. New appointments and transfers will require a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	