

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	
		Division and/or Subdivision CNR - Mendocino 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 17501 North Highway 101, Willits CA	
		Class Title of Position Assistant Chief	
		Position Number 542-113-1039-003	
		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.		
30%	<p>Under the general direction of the Unit Chief, the Deputy Chief of Administration has the overall responsibility for management of Mendocino Unit's Management Services division (including procurement, personnel, finance, and the clerical support staff). Supervises the Unit's two Supervisor I positions and the Emergency Command Center Battalion Chief.</p> <p>FISCAL: *Provides overall direction to the Supervisor I for the administrative and support services within the Unit. *Acts as the lead Unit Chief Officer for all Unit Cooperative agreements. *Administers the state and county budgets, directs budget planning, and ensures the Unit stays within budgeted authority. *Acts as the liaison with local government and region office on fiscal issues. *Forecasts future needs, staffing, or shortfalls. *Responsible for ensuring a proper accounting system for fiscal record-keeping and the preparation of reports and correspondence on Unit activity. *Negotiates with landowners on contracts and agreements for the use of, access to, and rights-of-way over private property.</p>		
30%	<p>PERSONNEL MANAGEMENT: * Prepares and implements staffing needs based upon operational and fiscal authority. *Acts as the liaison with local government and region office in matters pertaining to personnel issues. *Forecasts future needs and maintain staffing pre-post fire season including administrative staff. *Has overall responsibility for administration of the Unit's Respiratory Protection Program and Return to Work program. *Serves as Designated Confirming Official Designee and Unit Substance Testing Coordinator.</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.		
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.

15%	<p>*Analyzes seasonal employment needs and plans for the hiring and separation of a seasonal work force, in accordance with the master blanket position authorizations and with weather and fire hazard conditions. *Coordinates closely with the Deputy Chief of Fire Protection to ensure smooth operation. *Has responsibility for personnel record-keeping, performance standards, grievance resolution and disciplinary action.</p>
15%	<p>BUSINESS MANAGEMENT: *Establishes and maintains a state system for purchasing, storage and distribution of supplies and equipment necessary to meet the needs of field operations. *Provides administrative leadership in planning, operations and policy application throughout the Unit. Establishes priorities for property acquisition and directs those purchases. Ensures that federal, state and local government records are properly maintained and retained</p>
5%	<p>*Responds to major emergencies within the Unit's jurisdiction and, as necessary, assumes command. Per qualifications, may participate as an Incident Command Team member. Per schedule, serves as Unit Duty Chief.</p>
5%	<p>Performs 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 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 Posted to Directory _____
 Initials and Date