

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Management Services Assistant Chief</b>	
		Division and/or Subdivision <b>Southern/Madera-Mariposa-Merced Unit</b>	
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 <b>5366 Hwy 49 North, Mariposa, CA 95338</b>	
		Class Title of Position <b>Assistant Chief (Supervisory)</b>	
		Position Number <b>542-451-1039-002</b>	
		Effective Date <b>February 15, 2026</b>	
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 Assistant Chief W/Diff (Deputy Chief Administrative Officer), the Management Services Assistant Chief (Division Chief) plans, directs, controls and evaluates the work of the Unit Administrative Division staff to ensure the complete integration of management services with field operations within the Unit.		
20%	<b>PERSONNEL SUPERVISION &amp; MANAGEMENT:</b> ; *Organize, direct, control, and evaluate the performance of assigned subordinate personnel. *Maintain discipline by enforcing unit and departmental policies and procedures, and initiate disciplinary action as appropriate. *Set examples of proper conduct and motivate subordinate employees to improve performance. *Analyze departmental directives and disseminate information to station personnel. *Counsel's employees and makes referrals to the Employee Assistance Program as necessary. *Reviews of attendance reports, absence requests, and travel expense claims for accuracy.		
15%	<b>Administrative Duties:</b> Provide oversight and direction for the implementation and maintenance of MMU procedure manuals. * Serves as a member of the Unit Standards and Operations Committee. *Provide oversight and support for various administrative support functions. *Ensuring compliance with unit objectives, fiscal responsibility, state laws, regulations, and departmental policies. *Facilitate aspects of hiring, layoffs and placement of FFI, FFII, FAE and FC classifications to support operational readiness.		
	<b>Service Center</b> – *Provides oversight and direction for the unit Service Center. *Directly supervises three Forestry Logistics Officers. *Ensure unit wide compliance with all requirements regarding Personal Protection Equipment (PPE), including procurement, distribution, and tracking of all PPE. *Working in conjunction with the Unit Safety Officer for new and evolving enhancements regarding PPE to support Fire Fighter safety.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Meet terms of Assistant Chief Stress Duty Statement. The incumbent is required to wear respiratory equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent to annually medically cleared to be fit tested for respiratory protection equipment. May be subject to work nights, weekends or holidays in support of emergency incidents.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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><u>EMERGENCY PREPAREDNESS</u>: *Functions as Unit Duty Chief on a rotational basis and occasionally for extended periods of time. *Responds to emergencies within the Unit and outside the Unit as needed to facilitate the command-and-control responsibilities on scene, acting as the Incident Commander, a member of the Command and General Staff or in a supporting role depending on level of training. *May be assigned to an incident as an individual, or as a team member of an Incident Management Team to respond throughout the state to wildland incidents and other emergencies in positions as listed in the Unit's Emergency Response Directory (ERO). *Maintains effective working relationships with other agencies involved in emergency response including, but not limited to, Federal, State and local fire departments, Federal, State, and local law enforcement, Federal, State and County Parks, State and County road, and highway departments, State and Local Office of Emergency Services agencies. *Maintains physical fitness as necessary to perform the duties required in any emergency response. *Attends job-required and job-related training in the areas necessary to meet the needs for fire control and suppression, supervision, Personnel, Finance and any other applicable topics necessary to maintain effectiveness.</p>
10%	<p><u>CAPITAL OUTLAY PROGRAM</u>: *Coordinates Unit Capital Outlay projects, including Majors, Minors and Special Repairs to ensure Unit facilities and infrastructure are maintained and replaced when necessary. *Maintains contact with Region Capital Outlay staff to ensure Unit projects are completed timely, efficiently, and meet Unit objectives. *Direct and oversee the Unit work order process, establishing priorities and ensuring timely resolutions. *Provide supervision to unit's Direct Construction Supervisor (DCS1).</p>
10%	<p><u>Unit Scheduling Program</u>: *Provide oversight to the Unit scheduling program, INTIME. *Train and provide updates for consistent and accurate tracking of personnel straight and overtime coding. *Coordinate with Unit staff in scheduling employees and adjust based on employee work locations and preparedness periods. *Analyze staffing needs to support hiring needs for operational readiness.</p>
5%	<p>Other duties as required.</p>
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Job qualifications and/or conditions of employment: Meet terms of Assistant Chief Stress Duty Statement. The incumbent is required to wear respiratory equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent to annually medically cleared to be fit tested for respiratory protection equipment. May be subject to work nights, weekends or holidays in support of emergency incidents.

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