

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>Staff Chief, Fire Innovation Unit</b>	
		Division and/or Subdivision <b>Technology</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>Sacramento</b>	
		Class Title of Position <b>Forestry and Fire Protection Administrator</b>	
		Position Number <b>542-037-1031-XXX</b>	
		Effective Date <b>February 1, 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.		
30%	<p>Under general direction of the Deputy Director of Technology, the Staff Chief of the Fire Innovation Unit (FIU) is responsible for development of programmatic vision, operational availability, effectiveness, efficiency and providing guidance ensuring synergy and cohesiveness between teams resulting in the successful delivery of services. The position will provide leadership for teams across multiple functional areas and has full management responsibilities for organizing, planning, directing, coordinating, and managing all IT Fire Innovation units including budget planning, technical support and professional services. In addition, the Staff Chief, will have supervisor responsibilities for the following roles, IOC Deputy Chief, OWTRD Deputy Chief, Research Data Manager. The essential duties are as follows:</p> <p><b>Stakeholder Engagement and Coordination</b></p> <ul style="list-style-type: none"> <li>*Represents FIU and the OWTRD collaboration with CALFIRE and statewide partners.</li> <li>*Maintain ongoing communications and program partnerships. *Provide leadership briefings and presentations to keep executives informed of program status, risks and compliance obligations.</li> <li>*Manage, plan, organize, and direct various activities for the IOC (Innovation Outreach and Coordination and OWTRD (Office of Wildfire Technology Research and Development).</li> <li>*Develop, recommend, and implement statewide program objectives for the Fire Innovation Unit in alignment with the executive direction and the CAL FIRE 2025 Strategic Plan.</li> </ul>		
30%	<ul style="list-style-type: none"> <li>*Oversee and direct the planning, development, and evaluation of program operations to ensure alignment with departmental priorities and statewide fire protection objectives. *Provide administrative oversight for organizational planning, fiscal management, and program budgeting, including revenue monitoring and cost control. *Responsible for personnel management, employee-employer relations, and staff development and motivation, to support program operational goals. *Provide executive-level program support through legislative bill analysis, program decision making, and public relations.</li> </ul> <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 reasonable accommodation.</p>		
<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 encounter 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: <a href="#">See Page 2.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>			
<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.

20%      \*Provide internal and external statewide support for FIU operations; this includes working with CAL FIRE programs to address operational needs, program improvement concepts, and cooperative efficiencies through problem solving with Unit Chiefs, Region counterparts, Resource Management staff, Fire Marshal Office personnel, and other statewide fire prevention and enforcement committees; it also includes working with local, state, and federal civil cooperators as needed to ensure cooperative relationships and information sharing.

10%      \*Manage the FIU budget, prepare budget change proposals as needed, and provide managerial oversight for all fiscal functions related to these programs; this includes working with Unit, Region, Program, and Management Services staff in preparing information for executive staff and the Department of Finance.

5%      \*Review legislation that could impact FIU functions or funding within the Department. \*Prepare bill analysis for the legislative office on identified bills. \*Prepare and follow up on legislative proposals that would benefit program delivery. \*Monitor statutory and policy changes (internal and external) and implement as needed to ensure regulatory compliance.

5%      \*Respond to emergencies as part of the Department’s total force. \*Complete other job-related duties as required.

- Desirable Qualifications:
- California Peace Officer Standards and Training Advanced and Supervisory certificates preferred.

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Job qualifications and/or conditions of employment:  
 Position requires short term travel up to 15% statewide to various meetings and emergency incidents.

"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