

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Sacramento Command Center Fire/EMS Dispatcher	
		Division and/or Subdivision Fire Protection / Command & Control	
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 Sacramento Command Center	
		Class Title of Position Communications Operator	
		Position Number 542-061-1670-VAR	
		Effective Date 8/1/25	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the supervision of the Sacramento Command Center Communications Supervisor and direction of the Fire Captains, or their designee, the Communications Operator shall perform the following routine and emergency duties.		
30%	*Provide Hired Equipment dispatch support through the Hired Equipment Management System (HEMS) and apply Department Hired Equipment policy and procedure to dispatch appropriate resources. *Provide guidance to Unit Emergency Command Centers as Hired Equipment ordering specialists. *Provide Units with assistance in Hired Equipment record maintenance, audits, and new supplier sign ups. *Assist with the development of the Hired Equipment Program Dispatch User Guides and Business Practices, agreement process, and assist in the continued enhancement and development of the HEMS software and associated documents.		
20%	*Fill orders received via the Interagency Resource Ordering Capability system (IROC) by dispatching appropriate resources and making proper notifications. *Process mission tasking requests for CAL FIRE resources received from the California Governor's Office of Emergency Services (Cal OES). *Process mission tasking requests from CAL FIRE to Cal OES for outside agency resources. *Process requests for National Guard assets and Emergency Management Assistance Compact (EMAC) resources by coordinating fire assignments, tracking resources, documenting activities, and keeping accurate records of activations. *Use IROC and HEMS to develop and provide reports requested by other programs.		
	*Monitor Sacramento Command Center telephones, radios, and/or electronic communications and forward both urgent and routine information to the Sacramento Duty Chief, Regional Coordination Centers, Sacramento Headquarters Fire Protection Staff, and/or Deputy Chief of Command and Control. *Write, Generate, and disseminate various reports and submit to Sacramento Headquarters Staff, the Governor's Office, State Legislators, and outside agencies as required.		
	*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 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: 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.

- 10% *Lead or assist with instructing classes. *May be assigned to various teaching cadres, committees, and working groups. *Develop and provide hired equipment dispatch training to all command center and ECC Support Team members. *May be assigned to support Units, ECC Support Teams, and Incident Management Teams as hired equipment subject matter experts.
- 5% *Promote and support all facets of multi-agency cooperation while carrying out Command and Control functions. *Notify Sacramento Program personnel of Red Flag Warnings, Fire Weather Watches, and Public Safety Power Shut Offs. *Monitor fire threats to state power lines and notify California Independent System Operator (CAISO) and appropriate Sacramento Headquarters staff when a threat exists. *Monitor Homeland Security Threat Level and make appropriate notifications as required. *Track aircraft operations statewide and receive Federal Aviation Administration fire reports and advise the appropriate Region or Unit.
- 5% *Update and maintain various documents, including but not limited to: Command and Control and Hired Equipment SharePoint documents, Sacramento Headquarters phone lists, Sacramento Headquarters Emergency Response Directory, and the CAL FIRE Radio Call Plan and Travel Guide. May be assigned to emergency incidents, operate state owned equipment, and will perform other duties as required. Other duties as required.

Desirable Qualifications:

- Knowledge of and ability to effectively utilize HEMS, IROC, and other CALFIRE programs.
- Knowledge of CAL FIRE Hired Equipment and Command and Control policies and procedures.
- Ability to utilize various word processing, database, spreadsheet and/or graphic computer programs including, but not limited to: Microsoft Suite products and Adobe.
- Ability to proofread written material and make necessary grammatical and spelling corrections prior to disseminating.

*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.

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Job qualifications and/or conditions of employment:
 Short and long term travel for meetings, training, or emergency assignments may be required. May be required to work various shifts and overtime including days, nights, weekends, holidays. Will be required to successfully complete the CAL FIRE ECC Academy within 1 year of permanent hire. The incumbent must pass background and medical clearance prior to appointment. The incumbent must be absent of any medical condition which would preclude the safe and efficient performance of this classification. Persons unsuccessful in the required medical exam cannot be appointed.

"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