PROPOSED

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	Working Title of Position Staff Chief, Training Program
	Division and/or Subdivision Sacramento HQ / Coop Fire / Training Program
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 the effective date at the right. Enter a brief description of each of the essential 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 County
	Class Title of Position Forestry and Fire Protection Administrator (FFPA)
	Position Number 542-029-1031-002
	Effective Date 3/11/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the above position performs the following duties and responsibilities.
	Under the supervision of the Assistant Deputy Director for Training, Safety, and Emergency Medical Services, this position has staff authority and program responsibility for the Department's Training Program. The essential duties are as follows:
35%	*Provide internal and external Training guidance and support statewide. *Act as the 4000 and 4100 Handbook owner and ensure all policies and procedures are current, relevant, and applicable. *Provide Program direction and perform all administrative and supervisory duties as required. *Ensure the Department's compliance with all applicable laws, regulations, and guidelines associated with federal, state, and industry standards as they relate to Training. *Ensure training is consistent and cohesive at all department levels, addressing the issues and concerns of the Regions, Units, and Programs. *Provide general direction to Region Training Officers.
25%	*Monitor, manage, anticipate, and prepare for the impact of Departmental growth on the Training Program. *Monitor and address capital outlay, lease agreements, and fleet replacement needs across all Training Program facilities. *Prepare written and analytical projects for Department Leadership as requested, such as reports to the Governor's Office, Department of Finance, Legislative Analyst's Office, and any other commissions and organizations as required or directed.
15%	*Participate in various committees to determine possible conflicts or impacts on the Training Program. *Prepare briefings and other presentations associated with Training updates and facilitate and ensure information distribution to all Units, Regions, and Programs. *Direct and ensure accuracy and currency of Training information available to all Department personnel. *Review legislation impacting the department's training programs' functions or funding. *Assist in bill analysis for the legislative office on identified bills. *Prepare and follow up on legislative proposals that would benefit Training delivery. *Monitor statutory, regulatory, and policy changes (internal and external) and implement as needed to ensure compliance.
	*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 next page

"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	

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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Staff Chief, Training Program

Percentage of Time Required	Effective on the date indicated, the employee assigned to the above position performs the following duties and responsibilities.
10%	*Ensure the CAL FIRE Training Program remains compliant with the terms of external training agreements, contracts, memorandum of understanding, and/or partnerships. *Act as the departmental Training liaison to the California Joint Apprenticeship Committee. *Act as the Training liaison for all Unit Chiefs and Program Managers across the Department. *Foster open lines of communication and cooperative working relationships with the regional training staff, the Tactical Air Operations Program, Unit Chiefs, and other Program Managers.
10%	*Oversee the management of the Training Program budget, prepare Budget Change Proposals (BCP) as needed, and provide managerial oversight for all fiscal functions related to the Training Program. *This includes working with Unit, Region, Program, and Management Services staff in preparing information for executive staff and the Department of Finance. *Serve as the hiring authority and fulfill associated duties for the Training Program.
5%	*Provide Training Duty Chief coverage as needed and provide leadership coverage to the Statewide Operations Center (SOC) as needed. *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.

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Job qualifications and/or employment conditions: The incumbent must 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, vision, hearing, spirometry, and exercise treadmill tests. Occasional travel for meetings and emergency incident activity may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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Initials and Date