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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief- Battalion 4	
		Division and/or Subdivision Lassen-Modoc 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 Susenville	
		Class Title of Position Battalion Chief	
		Position Number 542-212-9723-014	
		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%	Under general direction of the Deputy Chief of Operations, the Battalion Chief provides administrative and emergency response supervision for assigned fire stations and personnel within a designated geographical area / battalion. Responsible for fire suppression, prevention, training, safety, and emergency management activities.		
25%	*Responsible for emergency response and incident command within the assigned battalion and throughout the state. *Responds to and assumes command of emergency incidents including wildland fires, structure fires, rescues, hazmat, and all-risk incidents. *Develops and implements incident objectives and strategies. *Coordinates with cooperators and stakeholders on all incidents. *Maintains operational safety and accountability of assigned personnel. May be called into work to respond to emergency situations on regular days off.		
15%	*Responsible for the supervision and personnel management of assigned battalion. *Provides direct supervision to Fire Captains and Company Officers. *Conducts performance evaluations and probationary reports in accordance with policy. Implements progressive discipline consistent with state policy and Union Agreement. *Responsible for maintaining employee schedules, leave balance management, and ensure appropriate staffing levels with Duty Chief input.		
	*Responsible for the training and professional development of battalion personnel. *Ensure employees maintain required certifications using Vector Solutions. *Conducts multi-company drills and command simulations. Identifies training needs and coordinates delivery through the Individual Development Plan (IDP) and Training Request process. Mentors subordinate officers in leadership and incident management.		
	*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:			
"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 _____ <div style="text-align: center;">Initials and date</div>			

