



Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Reviews crew staffing levels, production rates and monitors project activity. *Supervises the Analyst I and Forestry Logistics Officer I positions in purchasing and procurement per Department policies. *Writes, compiles, and maintains administrative reports and records and answers correspondence. Communicates impacts to crew daily staffing ie: California National Guard (CNG) Monthly Drill and Annual Training.
10%	*Serves as a representative for California North Region for training fully funded CAL FIRE/CMD hand crews and when activating CMD Crews during periods of draw down. Assists during CMD Emergency Military Type 2 hand crews Activations. Serves as coordinator to train emergency Military Firefighting Crews at Camp Roberts. Helps coordinate Battalion Military Liaison during deployments of CMD hand crews. Coordinates MCAD and FF I training for Units. Coordinates and support the training needs of fully funded CAL FIRE/CMD hand crews within the Northern Region.
5%	Serves as SME for action items and ad-hoc tasks that come from Crew Program Advisory Committee (CPAC). Participates in meetings as required.
5%	*Serves as Region Duty Chief as needed. Maintains availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.
5%	*Responds to emergency incidents in accordance with Department Policy. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy.
5%	<p>Completes special projects and other duties as assigned.</p> <p>The incumbent is required to 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, California Division of Occupational Safety and Health (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, and vision, hearing, spirometry, and exercise treadmill test.</p> <p>The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.</p> <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 a reasonable accommodation.</p>

**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: Subject to working nights, weekends, or holidays. Extended over-night travel is expected throughout the Region.

"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