STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

Working Title of Position
Emergency Medical Services / Administrative Battalion Chief

Division and/or Subdivision
San Luis Obispo 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
San Luis Obispo

Class Title of Position
Battalion Chief

Position Number
542-316-9723-629

Effective Date
04/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The EMS Battalion Chief works under the supervision of the Assistant Chief with Differential (Deputy Chief of Administration). This position is responsible for ensuring the quality of emergency medical care provided by the San Luis Obispo County Fire Department during the treatment of sick and injured persons. Acts as the primary point of contact/liaison between the Fire Department and the San Luis Obispo County Emergency Medical Service Agency (EMSA) for EMS matters. This position requires a valid California Driver's license with appropriate endorsements. Certification as a licensed paramedic in the State of California is desired. Assist Deputy Chief with State, County, CAL OES, and Local Government contracts and administrative and financial paperwork.
40%	*Manages the EMS Program for the San Luis Obispo County Fire Department. *Responsible for ensuring the department meets all regulations, policies and laws for all emergency medical service qualifications from Public Safety First-Aid through Paramedic for both paid and volunteer staff. *Develops, implements and maintains a Continuous Quality Improvement System (CQI) to analyze and assess the effectiveness of medical and trauma care at the BLS and ALS level. *Collaborate with employees assigned to the EMS Program to audit EMS reports and investigate discrepancies to identify deficiencies and to recommend alternate solutions.
30%	*Ensure compliance with State and Local regulations and protocols through the review of such records as certifications, continuing education records, electronic patient care reports, other relevant documents as well as personal observation obtained during ride-along with paramedic units. * Works with Training Battalion Chief and EMS Paramedic Fire Captain to develop, coordinate, deliver, monitor, and administer EMS program needs and certifications.

*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: Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such CAL/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends, and holidays. Transfers may require a two-year commitment.

"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

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) **- PAGE 2**

Working Title of Position
Emergency Medical Services (EMS) / Administrative Battalion Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Acts as the liaison between the Fire Department and State-Local Emergency Medical Services Agencies, hospitals, ambulance providers, and stakeholders. *Serves as the Unit's Ryan White Liaison Officer. *Provides staff support to standing and ad hoc EMS committees both internal and external to the Department. *Assists Unit Management Team with reviewing legislation, regulations policies and procedures relating to EMS.
10%	*Provides Battalion coverage as scheduled or as required by operational need, ensuring appropriate supervision for any emergency incident that requires a Battalion Chief response under the standard response plan for assigned battalions.*Responds to emergency incidents of all types in both suppression and evaluation capacities.*Performs as a qualified Division/Group Supervisor (DIVS) and Strike Team Leader – Engine (STEN) as required.
5%	Other administrative and operational duties as required.

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