

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Deputy Chief of Community Risk Reduction</u>	
		Division and/or Subdivision <u>Fresno-Kings Unit</u>	
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 <u>Sanger</u>	
		Class Title of Position <u>Assistant Chief w/ Differential</u>	
		Position Number <u>542-411-1039-003</u>	
		Effective Date <u>07/01/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>The Assistant Chief w/ Differential (Deputy Chief) of Community Risk Reduction (CRR) reports to the Unit Chief and is a member of the Unit's Executive Management Team. Responsible for planning, organizing, implementing, directing, and evaluating the Unit's Law Enforcement Bureau, Pre-Fire Planning, Defensible Space and Home Hardening and Public Information and Education. Coordinates with any applicable Fire Districts or Authorities as well as CAL FIRE Region and/or Sacramento staff. The Deputy Chief of Community Risk Reduction will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>*Coordinate Unit and countywide efforts in addressing fire service, fuels management, and fire prevention issues. *Acts as liaison between the Unit, regional fire services agencies, private landowners, tribal partners, and state/federal cooperators. *Formulates and implements Unit fire protection and prevention policies, including fuels reduction, prescribed fire, and resilience strategies.</li> <li>*Coordinates with local building departments on fire code and development issues. *Oversees project development, environmental compliance, and landowner agreements. *Ensures Unit/Departmental goals are in alignment with fire safe compliance within statewide regulations.</li> <li>*Responsible for the oversight of local government fire prevention services to include project and plan review, inspections, compliance with the fire code and fire investigations.</li> </ul>		
15%	<ul style="list-style-type: none"> <li>*Directs and supervises the Unit's Pre-Fire and Vegetation Management Programs, ensuring alignment with CAL FIRE's Strategic Fire Plan and local priorities. *Coordinates Unit-wide fuels reduction and prescribed fire projects, including scope, scale, and resource needs. *Oversees project planning, permitting, smoke management plans, and ensures landowner and cooperator compliance.</li> <li>*Serves as project liaison with local, state, and federal agencies. *Ensures accurate reporting (e.g., RM-75), environmental documentation, and stakeholder communications. *Attends public and cooperator meetings supporting fuels implementation on private or tribal lands.</li> </ul>		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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.			
<b>Job qualifications and/or conditions of employment:</b> May be required to work nights, weekends, or holidays in support of emergency incidents. 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. Extensive knowledge of Fire Prevention Codes and Ordinances, Discretionary Land Use, Pre-Fire Management, and local state and federal forestry and fire laws required. Experience and training commensurate to the position necessary.			
"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	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Provides oversight and advisory support to Fire Safe Councils, Firewise Communities, private landowners, tribal partners, and Non-governmental Organizations (NGOs). *Facilitates wildfire resilience planning, fuels reduction education, permitting guidance, and interagency coordination. *Collaborates with other state agencies to advance shared wildfire and forest resiliency objectives. *Represents CAL FIRE at public meetings and events.
10%	*Responsible for the selection, assignment, and supervision of personnel. *Provides guidance on training and qualifications, evaluates subordinate performance, and makes disciplinary recommendations when necessary. *Collaborates with Administrative Chiefs on operating and capital budgets, oversees expenditures, and provides budget input across Unit programs. *Provides oversight of Grant processing and management.
10%	*When assigned, serves as Duty Chief overseeing all Unit emergency activities. *Assumes command and makes decisions on staffing, equipment use, and response strategies. *Coordinates with Office of Emergency Services, and Regional Duty Chiefs. *Keeps the Unit Chief informed of critical developments. *Responds to incidents as a Chief Officer or Agency Representative, supporting ICS operations and ensuring adherence to department policy. *Maintains qualifications and readiness to support local, regional, or statewide emergency incidents.
10%	INSERT UNIT SPECIFIC DUTIES IF DESIRED
5%	May act as the Unit Chief in their absence. Performs other duties as required to support the Unit and Department mission.
*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: *May be required to work nights, weekends, or holidays in support of emergency incidents. 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. Extensive knowledge of Fire Prevention Codes and Ordinances, Discretionary Land Use, Pre-Fire Management, and local state and federal forestry and fire laws required. Experience and training commensurate to the position necessary.*

"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	