

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Assistant Chief – North Division</b>	
		Division and/or Subdivision <b>Northern Region / Humboldt – Del Norte Unit</b>	
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 <b>Crescent City</b>	
		Class Title of Position <b>Assistant Chief</b>	
		Position Number <b>542-135-1039-005</b>	
		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.		
50%	<p>Under the general direction of the Deputy Chief of Operations, the Assistant Chief - North Division oversees operations in Del Norte County and oversees the Unit Safety Program. Assists the Unit Chief with Tribal liaison activities within the Humboldt-Del Norte Unit (HUU) and acts as the primary Del Norte County Tribal Liaison.</p> <p>Oversees station-based field battalion operations within Del-Norte County. *Provides leadership and oversight for the Unit Safety Program, including supervision of the Battalion Chief assigned to the North, the Battalion Chief assigned to support program implementation and compliance. *Supervises support staff assigned to work in the North Division including 1 Office Technician (Typing), and 1 Water and Sewer Plant Operator (WASPO), 1 Heavy Fire Equipment Operator (HFEO), and 1 Heavy Equipment Mechanic (HEM). *Coordinates with finance and personnel Analyst I's ensuring Office Technician duties are being completed. *Works directly with the Unit Direct Construction Supervisor to ensure the WASPO is assigned appropriate work in line with their bargaining Unit *Attends and facilitates safety committee meetings. *Assists with facility safety inspections as needed. *Works directly with the Division Chief of Operations to advise, direct, and implement an effective Vegetation Management Program (VMP), Vegetation Treatment Program (VTP), within Del Norte County. Works with the Deputy Chief of Operations regarding updates to the Humboldt-Del Norte unit local government assistance by hire agreement.</p>		
35%	<p>*Responsible for maintaining positive working relationships with State, Federal and local cooperators and stakeholders in Del Norte County and ensures alignment with California Department of Forestry and Fire Protection (CAL FIRE)'s statewide mission and wildfire resiliency goals. *Represent the Humboldt – Del Norte Unit in building, maintaining, and strengthening relationships with local Tribes. Assists the Unit Chief with overseeing and implementing partnership with local Tribes and HUU managers, supervisors, and staff. Acts as the primary liaison for Tribes within Del Norte County. (Duties continued to page 2)</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>		
<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.			
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 _____
<b>Personnel use only</b>			
<input type="checkbox"/> Posted to Directory		_____ Initials and date	

