

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief, State/Federal Programs	
		Division and/or Subdivision Cooperative Fire Programs	
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 Sacramento	
		Class Title of Position Assistant Chief (with differential)	
		Position Number 542-064-1039-002	
		Effective Date 3/23/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Staff Chief (Forestry and Fire Protection Administrator) for Cooperative Fire Protection, the Assistant Chief (Supervisory) will serve as a Deputy Chief and is responsible for the State/Federal Cooperative Fire Protection Program. *Maintain, update, and develop the state and federal agency cooperative fire protection agreements and ensure agreement currency and proper signature authority. *Provides statewide direction, coordination, and support in contracting for fire protection and related services with state and federal agencies. *Work closely with state headquarters program and field representatives and provides training, where appropriate, on program subject matters. Assist Staff Chief in the agreement's negotiation process. *Supervise State and Federal Program Analytical staff, and provides direction and oversight on contract budgets, policy development, shared file maintenance, and other related tasks as needed.		
20%	*Coordinates the submittal of grant applications, billing packages and other supporting documentation under the Federal Emergency Management Agency (FEMA) Fire Management Assistance Grant (FMAG) Program for the Department. *Coordinates between State California Office of Emergency Services (Cal OES) and the CALFIRE Accounting for FMAG and California Fire Assistance Agreement (CFAA) processes. Assists Region and Unit administrative offices as required *Develops and updates program policy and procedures as needed. *Provide personnel management with respect to respect to training, employee performance and recognition and other related areas of supervision.		
15%	*Responsible for program effectiveness through review and analysis of policies and business processes relating to the program. Prepares necessary budget change proposals, reports, and analysis. *Ensures the maintenance of all programs policies and procedures handbooks. *Assist the Budget and Accounting Office with agreement interpretation to ensure compliance with and cost-effective application of the agreements. Responsible for maintenance and updating of information contained in the Cooperative Fire Protection Agreement tracking system pertaining to state and federal cooperative fire protection agreements. *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 encounter 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: Please see page 2.			
"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 _____ Initials and date			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Manages all Federal Grants for Cooperative Fire Programs in coordination with the Grants Management Unit. Provides program oversight and management of the Rural and National Fire Capacity Grant.
10%	*Reviews legislative bills and conducts and/or ensures appropriate analysis of proposed federal and state legislation or regulations impacting the federal/state fire protection programs. *Attend and provide Departmental testimony, if appropriate and assigned, at legislative hearings, meetings, or public forums relating to program matters.
5%	*Serve as the principal liaison for the Department to Cal OES regarding state/federal cooperative agreements and programs and assist, when assigned, Cal OES during state activations of CALFIRE Resources under the Emergency Services Act and State Emergency Plan.
5%	*Provide CALFIRE Headquarters Duty Officer coverage and respond to emergency incidents as assigned.
*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.	

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Job qualifications and/or conditions of employment: 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, CalOSHA 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 tests.

"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		_____ Initials and Date	