

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position BHWP Law Enforcement & Returning Veteran Coordinator		
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.	Division and/or Subdivision Behavioral Health and Wellness Program Location of Headquarters: West Sacramento Physical Work Location: Class Title of Position Battalion Chief / Peace Officer Position Number 542-035-9723-008 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.		
45%	<p>Under direction of the Employee Support Services (ESS) Unit Deputy Chief of Operations, the incumbent is responsible for implementing and providing all elements of the Behavioral Health and Wellness Program (BHWP) in a statewide capacity. These elements include but are not limited to: Law Enforcement and Returning Veteran, Critical Incident Stress Management (CISM), the Peer Support Program, Fire Chaplain utilization, Addiction and Substance Abuse Assistance Program (ASAP), and the Employee Assistance Program (EAP). This Battalion Chief position is also expected to successfully function within the Incident Command System in the capacity of either an Operations Section Chief or Branch Director. The position would engage as a Critical Incident Stress Management Team Director when a significant and/or sensitive critical incident occurs. In addition, this incumbent is expected to provide Battalion level leadership within the BHWP program, and to assist other regions and until level assignments and or outreach needs.</p> <p>The incumbent must have excellent interpersonal skills, ability to maintain emotional control during tragedies and crises, ability to ensure confidentiality of sensitive personnel issues, strong communication and analytical skills, ability to perform all required duties with minimal supervision, knowledge of pertinent Departmental policies and procedures and administrative skills utilized in the performance of their position, and the ability to function both as an individual and in a team environment. Duties and responsibilities include, but are not limited to the following:</p> <p><u>Peer Support Mentorship and Behavioral Health Response</u> *Responsible for all elements necessary to assist Units, Region, and Headquarters staff in developing and maintaining a viable Peer Support service to assist Department personnel and their families in dealing with a wide variety of behavioral and psychological health issues. *To maintain proficiency with providing peer support specific to peace officers and their families. *The Battalion Chief primarily supports uniformed personnel but may on occasion support non-uniformed personnel and/or their families. *Responsible for completing reports, provide data in coordination with the BHWP Research and Development and administrative components of BHWP. *Responsible for mentorship to prevention bureaus in a statewide capacity.</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>		
<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.</p>			
Job qualifications and/or conditions of employment: See Page 4			
"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			

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Working Title of Position
BHWP Law Enforcement & Returning Veteran Coordinator

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%	<ul style="list-style-type: none"> • *Assist Units in identifying, training, and supporting primarily uniformed Unit personnel interested in participating in the peer support and Critical Incident Stress Management capacity. • *Develop and prepare reports, and grant proposals in support of the Behavioral Health and Wellness Program (BHWP) • *Encourage and assist in the development of Local/Unit peer support and CISM teams. • *Maintain a list of professional resources for potential referrals. • *Promptly respond to requests by supervisors, family members and employees to provide peer support to primarily uniformed personnel. • *Attend continuing education seminars to maintain expertise in peer support, behavioral health, and stress management. • *Serve as a liaison with the Employee Assistance Program provider to ensure proper access and support are provided to employees and family members. *Those of which may be suffering with alcohol and other drug abuse related problems. • *Provide timely feedback to the BHWP Program Manager and the CAL FIRE Executive (as requested) team on ways to strengthen and enhance overall program efficacy. • *Relied upon as a Subject matter expert in the field of Behavioral Health, in a non-clinical capacity. <p><u>Peer Support at the individual or Family Level</u> *Must be available to promptly respond to support employees and their families to provide direct one-on-one as well as family setting peer support when called upon by individuals who may be in crisis, statewide capacity.</p> <ul style="list-style-type: none"> • *Effectively listen and analyze complex personal situations often under stressful and dynamic conditions, maintain confidentiality, formulate a plan, and explain possible avenues for professional assistance through the Employee Assistance Program, the employee's health insurance plan, or other community or governmental support programs. *Be confident in the Departments' Workers Compensation and Leave Benefits available to employees and family members. • *Assist individuals and family members in acquiring the required professional assistance. • *Provide personal discrete follow-up to assure assistance was helpful in meeting the needs of the affected employee or family member. • *Review, evaluate, and update the confidential statistical tracking of individuals accessing peer support. • *Actively recruit additional law enforcement and military peers to enhance program resources. <p><small>*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.</small></p>
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Job qualifications and/or conditions of employment: [See Page 4](#)

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Employee Signature	Date	Supervisor Signature	Date
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Working Title of Position
**BHWP Law Enforcement & Returning Veteran
 Coordinator**

Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%	<p><u>Critical Incident Response:</u> *Incumbent shall promptly respond when assigned to any emergency incident on a statewide basis involving a Line of Duty Death, serious injury of a Departmental Employee and/or other types of complex critical incidents.</p> <p>Incumbent must be able to:</p> <ul style="list-style-type: none"> • *Assess and identify employee populations of greatest emotional risk. • *Develop a plan utilizing appropriate interventions to mitigate the impacts of traumatic stress injuries at critical incidents and meet the expectations of the local Unit for all elements of the CISM team deployment. • *Order adequate numbers and types of mental health/peer support resources. • *Develop an incident action plan and deliver daily operational briefings for CISM team members. • *Reassess and modify the incident action plans as needed. • *Provide timely updates and briefings as needed for CAL FIRE leadership on the progress of any CISM team deployment. • *Understand the role of peer support during law enforcement specific crisis events.
10%	<p><u>ESS Help Line:</u> *Incumbent shall share in covering the BHWP Help Line on a rotating scheduled basis with other assigned staff. *Must be able to promptly answer or return all phone calls received on the BHWP Help Line and rapidly respond to critical incidents when called upon, while assigned the duty of covering the Help Line.</p>
10%	<p><u>Training:</u> *Develop, organize, facilitate, and deliver BHWP training that includes, but is not limited to: peer support, critical incident stress management, resiliency, research and scientific processing, use of the Employee Assistance Program, cumulative stress management, lifestyle choices for maintaining a positive emotional well-being, and concepts on personal growth etc. *Present these types of training packages to employees, family members, and chief officers in venues that can range from small to large audiences. *To participate with the CALFIRE Training Center Law Enforcement Training Program to develop and provide required POST-certified training during advanced peace officer and basic law enforcement training courses. *Maintain currently in officer involved shooting support, companion officer support and other related peer classes.</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>

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Job qualifications and/or conditions of employment: [See Page 4](#)

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Employee Signature	Date	Supervisor Signature	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.
5%	<p><u>Program Management:</u> *Responsible for the statewide program development and implementation of the ESS Unit and BHWP. *Maintain communication with internal and external law enforcement agencies related to health, wellness, and peer support. *Responsible for maintaining connections with the Department's RVETS program.</p>
5%	<p><u>Other Duties:</u> *Perform other job-related duties as required in support of the BHWP as well as maintain overall operational readiness for emergency assignment involving fire, hazardous materials, and emergency medical services. *Respond and serve in emergency assignments as directed by the Department. *Must maintain currency in all peace officer qualifications as required by the Peace Officer Standards and Training (POST) and the Department.</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>

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- Job qualifications and/or conditions of employment:
- Must be able to work a 4 day, 72-hour work week schedule.
 - Must be able to work independently. Local and/or statewide
 - Travel is required 90% or more of each work week and this travel may involve overnight stays.
 - Incumbent will share with other ESS staff the responsibility of answering ESS Help telephone line on a rotating schedule basis.
 - Maintains the Arduous Fitness Standard in accordance with department policy.
 - The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking difficult climbing, jumping, twisting, bending, and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
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