

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Regional Resource Manager</u>	
		Division and/or Subdivision <u>Northern Region</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>Redding</u>	
		Class Title of Position <u>Forestry and Fire Protection Administrator</u>	
		Position Number <u>542-101-1031-003</u>	
		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.		
30%	<p> Under the general direction of the Assistant Region Chief, the Forestry and Fire Protection Administrator (Regional Resource Manager) plans, organizes, directs, and coordinates CAL FIRE Northern Region's (CNR) Resource Management Programs as well as the Northern Region Pre-Fire Management, Archaeology, Grant Review Program & Vegetation Management Program (VMP)/California Environmental Quality Act (CEQA) Review. Incumbent supervises projects and regional staff, interacts as a peer with CNR Unit Chiefs, Senior Managers with co-operating Federal Agencies, and Executive Staff of Local Government. Incumbent interacts with Southern Region counterpart on Resource Management issues to assure statewide consistency in application of program direction. </p> <p> GENERAL DUTIES: </p> <p> *Has the overall responsibility for implementing, directing, overseeing, and reporting on the Northern Region's involvement in the Department's Grant Programs, Archaeology, and Pre-Fire Fuels Management including the Vegetation Management Program (VMP). Provides supervision for the Planning and Special Operations Deputy Chief and staff. *Interacts with CNR Unit Chiefs and Contract County Chiefs regarding fire protection and fuels management issues. *Works closely with Units to assist in setting the direction and implementation of the CNR's VMP. *Ensure the Unit Chiefs and staff operate consistently with all State and Federal laws and regulations pertaining to specific grants and vegetation management projects. *Advises and provides program updates to the Region and Assistant Region Chiefs on Resource Management issues. *Provides technical assistance to Unit Chiefs and Contract County Chiefs on the Department's Resource Management programs. </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>		
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: <u>See Page 3.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <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.

5%

*Responsible for staff review of CEQA documents in the Northern Region to determine effects on CAL FIRE facilities and programs. *Informs, advises, and assists the Northern Region Technical Services Program staff regarding CEQA requirements, document preparation, filing, and projects.

5%

Other duties as assigned.

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, Cal/OSHA 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 test.

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Job qualifications and/or conditions of employment: *May serve as the Region Duty Chief as necessary and may respond to emergency incidents as required. May be required to work nights, weekends, and holidays.*

"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