

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief, Safety and Emergency Medical Services (EMS)	
		Division and/or Subdivision Safety & EMS	
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 Forestry and Fire Protection Administrator (FFPA)	
		Position Number 542-067-1031-001	
		Effective Date April 23, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under administrative direction of the Assistant Deputy Director of Safety, Training, and Emergency Medical Services (EMS), this position has staff authority and program responsibility for the Department's Safety and EMS programs. The essential duties are as follows: *Provide internal and external Safety Program guidance statewide. *Act as the 1700 Handbook owner and ensure all policies and procedures are current, relevant, and applicable. *Ensure the Departments compliance with all applicable laws, regulations, and guidelines associated with apparatus, equipment, personal protective equipment, and the Departments Injury and Illness Prevention Program (IIPP). *Collaborate, develop relationships, and communicate with Unit, Region, and Program peers to ensure Safety initiatives and messaging are implemented across the Department. *Act as the Department Safety Officer.		
20%	*Provide internal and external EMS Program guidance statewide. *Act as the 7200 Handbook owner and ensure all policies and procedures are current, relevant, and applicable. *Ensure the Departments compliance with all applicable laws, regulations, and guidelines related to EMS systems and the delivery of patient care. *Ensure the Department maintains approval status as a certifying entity, continuing education provider, and EMS training provider status through the Emergency Medical Services Authority (EMSA). *Collaborate, develop relationships, and communicate with Unit, Region, and Program peers to ensure EMS initiatives and messaging are implemented across the Department.		
15%	*Lead the Departments efforts in research, field studies, and specification development and review to determine the most effective safety equipment, and personal protective equipment (PPE) to better protect personnel from work environment hazards. *Represent the Department in appeals of Cal/OSHA reviews, special orders, and citations.		
*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: Please see second page.			
"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			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Review legislation that would impact the Safety and/or EMS functions or funding within the Department. *Assist in bill analysis for the legislative office on identified bills. *Monitor EMS and Safety related regulatory processes and act as appropriate to ensure the Departments interests are well represented. *Prepare Budget Change Proposals (BCP) as needed to address Safety and/ or EMS needs across the Department. *Provide managerial oversight of the Safety and EMS Program budgets. *Review and approve (as needed) contracts affecting the Safety and EMS Programs.
10%	*Provide direction to the Departments EMS Training development and delivery models. *Prepare briefings and other presentations associated with emerging EMS trends, legislative updates, EMS delivery across the state. *Facilitate and ensure information distribution to all Units, Regions, and Programs. *Collaborate with Local, State, and Federal EMS cooperators as needed to ensure a systems-based approach. *Act as a liaison with EMSA, Local EMS Administrators, and Medical Directors as needed.
10%	*Act as the Safety Advocacy for Employees Committee (SAFECO) Chairperson. *Participate in various internal and external committees to determine possible conflict or impacts on the Safety and/ or EMS Programs. *Oversee a comprehensive (Safety) Quality Assurance and Improvement plan by collaborating (as needed) with the Occupational Health and Behavioral Health and Wellness Programs to identify Department trends associated with workplace injuries/illness, and address them by developing mitigation plans including, but not limited to, messaging, training, implementing engineering control(s), and/ or policy change.
5%	*Provide Safety Duty Chief coverage as needed and Agency Representative/ leadership support to the Statewide Operations Center (SOC) as needed. *Other duties 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 may be 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, California Occupational Safety and Health Administration (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.

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____