

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Relief and Scheduling Coordinator	
		Division and/or Subdivision Butte Unit	
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 Oroville	
		Class Title of Position Battalion Chief	
		Position Number 542-211-9723-007	
		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.		
35%	Under the direction of the North Division Assistant Chief, the Relief and Scheduling Coordinator Battalion Chief performs the following duties: *Coordinates and maintains the unit's scheduling program. *Ensures schedules for all permanent employees are entered in the scheduling program for the entire calendar year. *Coordinates movement and schedule changes due to employee transfers, promotions, and separations. *Flies available overtime shifts to the unit, making sure to adhere to all unit and departmental policies as well as the Bargaining Unit 8 Memorandum of Understanding (MOU). *Coordinates forced overtime as outlined in unit and departmental policy, as necessary.		
25%	*Provides relief field Battalion Chief coverage as needed. *Provides all administrative support and supervision while assigned to cover field battalions. Audits (for completeness and accuracy) and approves all reports (electronic payroll, California Automated Travel Expense Reimbursement System (CalATERS), Purchase Card (P-Card) packages, Month End reports, Accident Reports, etc.) submitted by battalion staff. *Responds to all types of emergency incidents (structure, wildland, and other fires, medical, Hazardous Materials, flood, etc.) and acts as Incident Commander or performs other Incident Command System positions/functions. *Supervises and directs the activities of multiple emergency resources and responders. *Evaluates and supervises performance on emergency incidents and during routine station activities and training. *Coordinates activities with regularly assigned Battalion Chief before and after relief assignment. *Maintains working relationships with other agencies involved with incident management, including but not limited to California Highway Patrol, Fire Agencies, Law Enforcement, United States Forest Service, Office of Emergency Services, California Department of Transportation, etc. *Attends department required meetings, sometimes at night and occasionally on days off duty.		
	*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: 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 _____ <div style="text-align: center;">Initials and date</div>			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Supports the Administration Deputy Chief to review progressive discipline package paperwork and offers support if needed. Assists in preparing adverse action documents. *Organizes, plans, and completes the Fire Captain resume review process. Attends hiring meetings and prepares hiring packages with direction from the Administration Chief as needed.
15%	*Supervises the unit's Heavy Fire Equipment Operators (HFEOs) including assigned programs, work schedules (including MOU vacation scheduling), assigned projects and project requests, as well as liaison between the Forestry Equipment Manager (FEM) and HFEOs.
5%	*Coordinates, organizes and tracks the unit's special occupancy pre-fire plans. Develops a pre-fire plan policy, template, and master pre-fire plan annual completion list. Supervises the Units pre-fire plan working group and notifies the respective Battalion Chiefs when pre-fire plans are past due.
5%	<p>Other duties as required, including special projects as assigned.</p> <p>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, the California Occupational Safety and Health Administration (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.</p> <p>The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking, or running on uneven, rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.</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: Position may require a two (2) year commitment. Incumbent will be required to sleep within their core battalion coverage area. May be subject to working 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 <input type="checkbox"/> Posted to Directory		_____ Initials and Date	