

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief- Emergency Command Center	
		Division and/or Subdivision San Mateo-Santa Cruz	
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 Felton, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-117-9723-005	
		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.		
25%	<p>Under the direction of the Deputy Chief, the Battalion Chief - Emergency Command Center (ECC) manages, organizes, and directs the work of the Emergency Command Center; works with employees and/or representatives of the California Department of Forestry and Fire Protection (CAL FIRE), Office of Emergency Services (OES), San Mateo and Santa Cruz County Fire Departments and other Fire and Law Enforcement agencies. Works closely with other Emergency Command Centers, and the business community. Provides written documents on various subjects and speaks to groups on Departmental matters.</p> <p>COMMUNICATIONS OFFICER *Within general guidelines, budget constraints and with input from State Telecommunications Division, plans and coordinates the installation of radio, telephone and related radio equipment. *Monitors the console system and other related communications systems for performance. *Arranges for repair of equipment as needed. *Monitors the performance of commercial generator and uninterrupted power supply, and solar power sources; purchases radio equipment for Santa Cruz and San Mateo County Fire. *Researches and makes recommendations regarding radio and telephone equipment.</p>		
20%	<p>ADMINISTRATIVE *Prepares and submits written material describing needs, projects, communications issues. *Prepares and submits forms related to radio, telephone, vault, and power systems. *Writes, reviews, and revises ECC policy and procedures. *Prepares and maintains mutual aid and auto aid agreements, memorandums of understanding for local government fire agencies working with CAL FIRE. * Maintains the budget for ECC.</p>		
20%	<p>ELECTRONIC DATA PROCESSING *Coordinates the Information Technology (IT) program in San Mateo/Santa Cruz Unit. *Prepares hardware and software requests; coordinates with Information Technology (IT) staff; maintains, installs, and supervises daily maintenance and troubleshoots IT equipment. *Supervises the Administration of California All Incident Reporting System (CALFIRS), Computer Aided Dispatch (CAD), Interagency Resource Ordering Capability (IROC) and Wide Area Networks.</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 2.			
"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.

10%	<p><u>PERSONNEL SUPERVISION</u> *Manages the personnel of the Emergency Command Center in a manner which promotes safety, discipline and efficiency. *Sets policy and procedures for performance within the ECC; monitors employee performance; coordinates the scheduling of coverage, encourages participation in a physical fitness program. *Assigns personnel to tasks which best use employee talents and enhances career development, affirmative action and upward mobility. *Schedules and provides leadership for meetings for ECC personnel.</p>
10%	<p><u>TRAINING</u> *Provides instruction and guidance to employees of the ECC; coordinates the training of new employees; provides written standards of performance. *Prepares and presents training programs for new employees, other agencies and individuals; provides training on care, use, and maintenance of communications equipment assigned to the Unit.</p>
10%	<p><u>INTRA AND INTERAGENCY COORDINATION</u> *Works with Office of Emergency Management (OES) area coordinators, North Emergency Command Center Communications (NETCOM) (Santa Cruz Co.) and Public Safety Communications (San Mateo Co.)</p>
5%	<p><u>OTHER DUTIES AS REQUIRED</u> *Coordinates the functions of the ECC during major incidents; works with OES, Santa Cruz County Zone Coordinator's. Participates in special projects, committee work and meetings. Provides relief Battalion coverage and responds to emergency incidents and accepts overhead assignments. Other duties as assigned by the Division Chief.</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, 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 tests.</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: **This position requires a two (2) year commitment. 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	<input type="checkbox"/> Posted to Directory	_____	_____
		Initials and Date	