

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Staff Chief of Community Wildfire Mitigation Assistance</b>	
		Division and/or Subdivision <b>Community Wildfire Preparedness and Mitigation</b>	
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 <b>Sacramento</b>	
		Class Title of Position <b>Forestry and Fire Protection Administrator</b>	
		Position Number <b>544-063-1031-001</b>	
		Effective Date <b>May 1, 2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<b>In the Office of the State Fire Marshal (OSFM), under the direction of the Assistant Deputy Director for Community Wildfire Assistance, the Staff Chief will provide statewide administrative oversight over the Community Wildfire Mitigation Assistance Programs and activities associated with Public Resource Code (PRC) 4209.5.</b>  <u><b>Program Management</b></u> *Manage, plan, organize, and direct various statewide wildfire prevention programs that include Land Use Planning, Subdivision Review, State Minimum Fire Safe Regulations, NFPA, Firewise USA, Fire Hazard Severity Zone Map implementation, and Wildfire Prevention Grants. *Develop, recommend, and implement statewide policy regarding wildfire prevention, planning, preparedness, and mitigation.		
20%	*Responsible for program planning, evaluation, organizational planning, fiscal management (staff procurement, purchasing, and budgeting activities), information system development and management, delegation, legislative bill analysis, Budget Change Proposals, executive decision making, and public relations. *Ensure statutes and regulations are being interpreted and applied correctly.		
15%	*Serve on the OSFM Leadership Team and advise the State Fire Marshal and executive staff on strategic planning and operations and respond to the most complex/sensitive issues on various wildfire prevention, mitigation, and community preparedness issues.		
10%	*Represent the Department on various fire prevention-related issues to internal and external groups, including the Legislature, Board of Forestry, fire service, other government agencies, the private sector, and the public. *Create and deliver presentations to groups using technical aids. *Work with various program staff at Headquarters and the two Regions to coordinate the implementation of fire prevention-related programs. *Maintain positive relationships with external agencies and organizations.  *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See Page 2</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
<b>Personnel use only</b> <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><b><u>Communication</u></b>                  *Ensure responsive customer service with fire agencies, organizations, and individuals.                  *Provide timely notification to OSFM Senior Staff of sensitive and complex issues, and propose solutions to address concerns. *Serve as an adviser to OSFM Senior Staff and CAL FIRE Executive Staff on program-related issues. *Build and maintain positive working relationships with other OSFM divisions, CAL FIRE programs, external stakeholders, and key local, state, and federal governmental agencies.</p>
10%	<p><b><u>Supervision</u></b>                  *Provide leadership and supervision to management staff. *This will include personnel management including hiring, training, employee performance, employee-employer relations, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Ensure a safe working environment with positive staff development and motivation.</p>
5%	<p><b><u>Emergency Response</u></b>                  *Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.</p>
5%	<p>*Other job-related duties as required.</p> <p><b><u>Desirable Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• High degree of initiative</li> <li>• Strong customer service</li> <li>• Excellent interpersonal communication skills (written and verbal)</li> <li>• Bachelor's degree in a related field</li> <li>• Associate's degree in a related field</li> <li>• Valid Driver's License issued by the Department of Motor Vehicles (DMV)</li> </ul>

\*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: May work long irregular hours, which may include nights, weekends, or holidays in support of emergency incidents. Statewide travel may be required up to 15% of the time and may include overnight stays.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_