

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief, Statewide Training Program	
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.		Division and/or Subdivision SACRAMENTO HQ / FPP / STATEWIDE TRAINING	
		Location of Headquarters Natomas – Sacramento County	
		Class Title of Position ASSISTANT CHIEF (W/DIFFERENTIAL)	
		Position Number 542-062-1039-004	
		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 supervision of the Training Program Staff Chief, the Deputy Chief is responsible for providing strategic direction, operational oversight, and organizational leadership for CAL FIRE Statewide Training. The Deputy Chief ensures training programs are delivered consistently, effectively, and in alignment with departmental policy, statewide mandates, and emerging organizational needs. Duties include, but are not limited to:		
25%	*Supervise staff assigned to Statewide Training, including Resource Management, Statewide Training Martell, Statewide Training Natomas, Sacramento Region–Level Training, and Sacramento Headquarters Training units. *Provide leadership, coaching, mentorship, and technical guidance to support staff growth and enhance individual and program performance. *Perform all administrative and supervisory duties as required, including approving work schedules, reviewing and approving staff leave requests, certifying monthly timesheets, and ensuring compliance with personnel policies and labor agreements. *Evaluate employee performance by preparing performance appraisals, probationary reports, and development plans, and administer the Progressive Discipline process when appropriate to ensure accountability and professional conduct.		
	*Provide general direction to staff responsible for all aspects of Statewide Training Natomas, Statewide Training Martell, Sacramento Region Training, and Sacramento Unit Training/Safety/EMS operations. *Maintain strong cooperative working relationships with Region Training Chiefs, Regional Training Staff, Tactical Air Operations, and CAL FIRE Training Centers to support consistent training delivery, cross-program coordination, and alignment with system-wide objectives. *Ensure all Sacramento Headquarters staff receive mandated and policy-driven training in accordance with CAL FIRE requirements, statewide standards, and regulatory obligations. *Support the development, scheduling, communication, and evaluation of training programs to ensure readiness, quality, and operational effectiveness.		
	*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	
_____ Initials and date			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Partner with the Supervisor II of Statewide Training Administration to provide comprehensive support and coordination across the statewide programs of Curriculum, Policy, Leadership Training, Learning Management System/Records Management System and the Joint Apprenticeship Committee (JAC). *Responsibilities include assisting with the development, implementation, and maintenance of standardized curriculum; reviewing, aligning, and disseminating training policy; contributing to leadership development initiatives; and facilitating communication, documentation, and logistical support for JAC-related activities. *Collaborate regularly with internal and external stakeholders to ensure consistency, quality assurance, compliance with departmental and regulatory requirements, and timely delivery of assigned program outcomes.		
15%	*Participate as a Subject Matter Expert (SME) on departmental committees and with cooperating agencies to identify potential impacts on CAL FIRE training programs and to support integrated statewide training strategies. *Prepare briefings, presentations, and informational materials as required. *Develop written and analytical reports in support of Fire Protection Executive staff, including reports for the Governor's Office, Department of Finance, Legislative Analyst's Office, and other commissions or organizations, as assigned.		
10%	*Act on behalf of the Department Training Chief during absences or as delegated to ensure continuity of leadership and decision-making within the Training Program. *Maintain operational readiness and required qualifications to respond to emergency incidents, supporting CAL FIRE's all-hazards mission.		
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Job qualifications and/or conditions of employment: 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, 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. Occasional travel for meetings and emergency incident activity may be required.			
"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	