

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief, Local Government Programs	
		Division and/or Subdivision Cooperative Fire Programs	
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 Assistant Chief (with differential)	
		Position Number 542-064-1039-001	
		Effective Date 5/1/26	
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 direction of the Cooperative Fire Protection Forestry and Fire Protection Administrator (Staff Chief), the Assistant Chief w/Differential (Deputy Chief) is responsible for the CAL FIRE Local Government Program		
30%	*Provides statewide departmental program direction for negotiating, amending, reviewing, and coordinating local government cooperative agreements, for which the State is reimbursed. Additional responsibilities include program planning for new cooperative agreements and assistance to department field units in resolution of complex operational program issues generated by cooperative agreements. *Provides guidelines and policy direction to Unit Chiefs and outside government agencies that are considering and developing new agreements. Review and updates agreements by consulting with CAL FIRE Legal Counsel, Business Services Office, Units, Cooperators, and the Department of General Services.		
	*Provides for the program level oversight of the Department's fire protection services agreements. *Responsible for the development of policy and procedures and provides interpretation to the Regions and Units for the utilization of fire protection service agreements. *Update the 8500 handbooks as needed to maintain relevance and currency, based on department, program, and government code requirements. *Participates in management reviews of current agreements to ensure compliance with Department policies. *Oversees fiscal, policy, and system adjustments for changes in program elements, including annual budget loads and anticipated growth or reductions within agreements. *Provides direct supervision of the Local Government Staff Service Manager I.		
	*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 encounter 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 of 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.

- 20% *Facilitates and coordinates multi-program development and review of the Departments annual salary and operating rates, preliminary and final benefit rates, and wildland rates. *This includes the coordination of annual local government workshops, and others meetings to define any actual and projected program and rate changes. Provides Program activity reports monthly and summarized in an Annual Report.
- 10% * Conducts various trainings, workshops, townhall meetings, and other education and information sharing events throughout the state for various groups with a primary focus on CAL FIRE Unit leadership.
- 5% *Responds to emergencies as necessary, serves as the (Based on Location) Region or Sacramento Duty Chief on a rotational basis. Other duties as required.

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Job qualifications and/or conditions of employment: Short and long-term travel for meetings, training, or emergency assignments may be required. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus. 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 50 pounds; and the pace of work is typically set by the emergency situation.

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____
 Initials and Date