

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>Fire Prevention Specialist II</b>	
		Division and/or Subdivision <b>Tulare Unit</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>Visalia, CA</b>	
		Class Title of Position <b>Fire Prevention Specialist II</b>	
		Position Number <b>541-416-1069-502</b>	
		Effective Date <b>07/01/2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general supervision of the Fire Prevention / Law Enforcement Battalion Chief or designee, the Fire Prevention Specialist II / Volunteer in Prevention Coordinator works a 40-hour duty week as a member of the Tulare Unit Fire Prevention Bureau. The following are duties and responsibilities of the position.  *Independently plan, coordinate, and attend Tulare Unit Fire Prevention Education Programs. *Plan, coordinate, and attend school programs of all ages. *Educate adults and youth on fire safety, career day, conservation and natural resources, etc. *Works independently and collaboratively with CAL FIRE Talent Acquisition and Outreach Unit to attract and engage top talented candidates to serve the Department's mission, who align with CAL FIRE's values and operational needs. *Design and construct public displays of Fire Prevention Education materials and information for fairs, shopping centers, community events and interagency events. *Train Unit Personnel in the public Fire Prevention Education Programs.		
20%	*Independently prepares fire prevention news releases. *Under the direction of the Incident Commander, on incidents, as a Public Information Officer (PIO), prepare fire information to be released. *Responsible for emergency incident and day-to-day information dissemination and maintenance of all Tulare Unit Social Media accounts. *Responsible for data entries and updates into the CAL FIRE incident portal.		
15%	*Independently plan, coordinate and direct the Tulare Unit's Volunteer in Prevention Program (VIP). *Plan and conduct meetings to recruit, retain and train VIP's. *Keep existing VIP's motivated. *Enlist and schedule VIP assistance to conduct Fire Prevention Education Programs. *Record and maintain VIP expenditures, activities, and records		
	*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: <b>Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such Cal/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incidents.</b>			
"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		

