

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position ECC Battalion Chief	
		Division and/or Subdivision Nevada-Yuba-Placer Unit	
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 Grass Valley	
		Class Title of Position Battalion Chief	
		Position Number 542-216-9723-XXX	
		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%	Under the direction of the Nevada-Yuba-Placer (NEU) Deputy Chief, the Emergency Command Center (ECC) Battalion Chief is responsible for center operations and communications management for the Nevada-Yuba-Placer Unit. Duties include: *Manages the NEU Interagency Emergency Command Center. *Plans and assigns work, gives overall direction for operations, training, personnel, and policies. *Maintains effective professional relationships with staff, cooperators, and allied agencies. *Ensures effective coordination between local, regional, and state Office of Emergency Services (OES) agencies. *Responsible for expanded operations and incident support for extended attack, major incidents, and regional mobilization. *Supervises the work of six (6) ECC Fire Captains.		
20%	*Develops, analyzes, and projects the ECC budget in close concert with the Deputy Chief at the ECC and the Unit Deputy Chief of Administration to ensure the operational needs are funded appropriately. *Develops, drafts, and submits contract documents for all cooperative agreements for services provided by the ECC.		
20%	*Manages inventories, maintenance, and repairs for State and County owned radios, telephone phone pagers, alert receivers, unit mobile command vehicle cell phones, and other equipment. *Responsible for licenses and frequency agreements.		
15%	*Determines need for installations, modification, and purchases of equipment. *Manages vault space and remote automated weather stations, emergency incident reporting system, technical telecommunications assistance, inventories for volunteer and other departments, and frequency violations.		
*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: A two-year commitment may be required prior to reassignment starting on the date of appointment. May be required to work nights, weekends, and holidays to complete duties.			
"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			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Attends training on all facets of All Risk Emergency Response, Incident Command System (ICS), law enforcement, emergency medical dispatching, State Fire Marshal certification classes, telecommunications training and emergency medical incidents. *Host user group meetings, attend professional organization meetings, 9-1-1 Managers and ECC Chiefs meetings.
5%	Provides occasional field battalion coverage, responds to and manages emergency incidents. Oversees field battalion personnel, stations, and vehicles. Performs fire law enforcement, investigates fire causes and origin, and assists other law enforcement agencies. Maintains personal and vehicle readiness. Investigates Department vehicle accidents.
5%	<p>Maintains effective partnership with United States Forest Service (USFS) staff and develops on-going plan for facility management and agreements. Completes other duties as required.</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 test.</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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