

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Division Chief of Administration	
		Division and/or Subdivision Sonoma-Lake-Napa	
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 1199 Big Tree Rd., St. Helena 94574	
		Class Title of Position Assistant Chief (Supervisory)	
		Position Number 542-114-1039-001	
		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 general direction of the Deputy Chief of Administration, the Division Chief of Administration provides leadership, planning, and supervision over administrative programs within the Unit. The position supervises the Administrative Battalion Chief, Training Battalion Chief, Emergency Command Center (ECC) Battalion Chief, and Safety Battalion Chief. The position serves as a key member of the Unit's management team, ensuring alignment of administrative functions with Departmental expectations, operational needs, and Unit priorities. *Provides direct supervision to the Administrative Battalion Chief, Training Battalion Chief, Emergency Command Center Battalion Chief, and Safety Battalion Chief, ensuring each program area is supported, staffed appropriately, and functioning in alignment with Departmental standards and Unit objectives. *Oversees the coordination and implementation of administrative practices that support efficient workflow, proper documentation, accurate communication, and compliance with Departmental administrative requirements. Supports and evaluates Unit administrative programs by working cooperatively with the Deputy Chief of Administration to identify process improvements, assess program needs, and ensure consistent application of administrative policy throughout the Unit. Ensures Training, ECC, and Safety programs maintain operational readiness, follow standardized procedures, and support Unit-wide priorities related to emergency response, training delivery, safety compliance, and administrative continuity. *Coordinates internal communication among assigned program managers, ensuring that information is shared effectively between administrative programs, Unit staff, and cooperators in support of smooth administrative operations.		
15%	*As assigned by the Deputy Chief of Administration, works in partnership with the unit Supervisor I to provide program level support for in-unit performance management activities, ensuring supervisors follow Departmental policy, required procedures, and labor agreement provisions. *Coordinates with Unit Supervisor I on performance management documentation and elevates final products to Deputy Chief of Administration for approval. *Supports Unit supervisors by providing guidance on documentation standards, procedural steps, and timelines to promote consistent and compliant performance management practices across the Unit.		
*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.			
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 ☐ 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.
15%	*Oversees the use and development of administrative dashboards, data tools, and tracking systems to improve workflow efficiency and program visibility. *Ensures SharePoint sites, document libraries, and administrative workflows support Unit information needs and promote organized, consistent data management. *Supports efforts to streamline administrative processes and improve information flow across programs.
15%	*Provides program level oversight of cooperative fire protection agreements by monitoring agreement status, compliance requirements, and renewal timelines. *Ensures agreement documentation is maintained properly, and issues are elevated to the Deputy Chief of Administration as needed. *Coordinates with Unit and Region staff to ensure agreements align with Department policies and operational requirements.
10%	*Supports Unit hiring activities by assisting with interview panel participation, onboarding coordination and communication between supervisors, hiring staff and programs for statewide hiring classifications. *Coordinates with Unit Supervisor I staff to promote consistent and compliant hiring/personnel practices. *Supports the Deputy Chief of Administration in identifying staffing needs and ensuring recruitment processes align with Unit priorities.
5%	*Provides incident command leadership when assigned, including responding to emergency incidents and coordinating resources to support Unit operations. *Participates in the Unit Duty Chief rotation as assigned, ensuring administrative and operational coverage during evenings, weekends, or other periods of need. *Acts as the Administrative Officer in the absence of the Deputy Chief of Administration, providing continuity of administrative leadership and decision making. Performs additional duties, project work, and interagency coordination as directed.
5%	Other duties as required. 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. 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. *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.

Job qualifications and/or conditions of employment: **May be required to work nights, weekends, or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy.**

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date