

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief – East Division	
		Division and/or Subdivision Shasta Trinity 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 Bella Vista	
		Class Title of Position Assistant Chief	
		Position Number 542-238-1039-001	
		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.		
40%	Under the general direction of the Deputy Chief of Operations, the Assistant Chief – East Division has the overall responsibility for managing Battalions 1 and 2, and the Sugar Pine Conservation Camp at the Shasta-Trinity Unit (SHU). The Assistant Chief upholds the Department of Forestry and Fire Protection (CAL FIRE) standards by providing a professional level of service to the public in both emergency and non-emergency situations, ensuring all decisions made while serving the public are in accordance with department policy and reflect the primary responsibility of the position. Duties include, but are not limited to, the following: *Directly supervises Battalion Chiefs in SHU Battalions 1, 2, and Sugar Pine Conservation Camp, ensuring staff are held accountable for their actions. *Completes employee performance evaluations regularly. *Ensures the completion of all required paperwork within the unit while maintaining compliance with department and state time frames. *Ensures review of policy and adherence to policy is standard for all personnel. Maintains relationships with cooperating agencies and stakeholders within the division. Serves as the subject matter expert (SME) for the division. *Provides insight and guidance to the Shasta County Fire Department (SCFD) Paid Call companies in conjunction with Battalion Chiefs. Attends SCFD chiefs meetings when available. Works and coordinates with Shasta County fire districts and volunteer companies and associations. *Oversees updates to yearly use agreements, operating plans, and mutual aid/automatic aid agreements within the division. *Conducts yearly safety and administrative inspections within the Division. *Works with program staff and Battalions Chiefs to maintain and manage state and county budgets. *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 3			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Assistant Chief – East Division	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	*Responsible for the overall operation of the Sugar Pine Conservation Camp, including maintenance of camp facilities and equipment and supervision of employees. *Acts as liaison with the Department of Corrections and Rehabilitation (CDCR), Northern Region Headquarters, and institution staff in all issues relating to the Camp and its operation. *Provides direct supervision to camp Battalion Chiefs, Fire Captains, a Heavy Equipment Mechanic (HEM), a Water and Sewage Plant Operator (WASPO) and an Analyst I. *Ensures policy review and adherence to policy is standard for all personnel. *Responsible for all budget issues, operating expenditures, and personnel services for the camp. Responsible for planning, developing, inspecting, implementing, and evaluating work projects for federal, state and local agencies. *Responsible for developing the Memorandum of Understanding between CDCR and the United States Forest Service (USFS).		
10%	*Serves as the Unit Duty Chief for both CAL FIRE and SCFD when scheduled. *Manages personnel and resources for the unit and SCFD on behalf of the Unit Chief. Coordinates and implements SCFD policies and procedures. Reports to the SHU Emergency Command Center (ECC) to provide guidance as Duty Chief during major emergencies or as necessary.		
10%	Responds to major emergency incidents within the Unit's jurisdiction when directed by the Duty Chief or Deputy Chief and assumes Incident Commander role as necessary. Assumes appropriate position as listed in the unit fire line qualifications list when responding to emergency incidents throughout the state. *Maintains working relationships with other cooperating agencies involved in emergency incidents including, but not limited to, Shasta County Sheriff's Office, California Highway Patrol (CHP), USFS, National Park Services (NPS), Bureau of Land Management (BLM), city and district fire departments, county departments, roads and highway departments, Office of Emergency Services (OES), etc. *Responsible for the preparation of the Annual Operating Plan between CAL FIRE and cooperating federal agencies.		
5%	Completes other duties as required.		
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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.		
	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, 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, spirometer, and exercise treadmill tests. 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. Pursuant to California Penal Code 4571, any individual interested in seeking employment who may be required to work with inmates at a conservation camp must disclose of any prior felony status up front, so CAL FIRE/CDCR can provide informed consent to a former felon to be on the Conservation Camp/Prison grounds. Any person/employee that has been convicted of a Felony and not received written consent, is committing a Felony. Positions located at a camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act (PREA). Compliance is determined by completing a Live Scan prior to appointment and while employed to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met. *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.		
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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays to complete duties.			
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Supervisor Signature _____		Date _____	
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