

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Deputy Chief – Telecommunications	
		Division and/or Subdivision Fire Protection Operations	
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 (Supervisory) w/ Differential	
		Position Number 542-061-1039-006	
		Effective Date July 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Staff Chief of Command and Control (Forestry and Fire Protection Administrator), the Deputy Chief of Telecommunications has responsibility, authority, and provides executive leadership, governance, and oversight for all statewide telecommunications, connectivity, and integrated operational systems. This role ensures reliable, interoperable, and mission-critical communications supporting dispatch, alerting, field operations, resource tracking, situational awareness, and incident management.		
25%	*Directly supervises the Assistant Chief of AVL/TRAC and the Statewide Telecommunications Manager. *Leads all CAL FIRE telecommunications programs including radio, cellular, satellite, network connectivity, and mission-critical data systems. *Establishes statewide standards, policies, and procedures for telecommunications operations. *Serve as the Department's telecommunications representative for Command & Control.		
	*Develops, recommends, and implements programs, policies and procedures intended to enhance and provide long-range planning and analysis on issues impacting the Department's Telecommunications system. *Manages statewide lifecycle for telecommunications systems, including replacement schedules, sustainability planning, and recurring support. *Provides program direction to best meet the Department mission. *Represents the Fire Protection Program on all matters related to Telecommunications systems in response to inquiries from control agency, interagency, management, or departmental committees. *Chairs, creates, convenes, and/or participates in internal and external committees, boards, and working/ad hoc groups, including but not limited to; Chairperson of the Handbook 8000; Chairperson of the ECC Remodel; and Tactical Communications Management Group. Identifies need for and facilitates other trainings.		
*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 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory _____ Initials and date			

Working Title of Position
Deputy Chief – Telecommunications

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Provides guidance and direction on the oversight of Telecommunications responsibilities, operations, staffing levels, and policies and standard operating procedures. *Partners with the Deputy Chief of Command and Control and Deputy Chief of Hired Equipment and emerging Technologies to develop and revise departmental policies and procedures. *Prepares briefings and presentations. *Prepares written and analytical projects assigned in support of fire protection executive staff, such as development and generation of Budget Change Proposals (BCP) and reports to the Governor's Office, Department of Finance, Legislation Analysts Office and other commissions and organizations. *Provides detailed Command and Control System status reporting and staff assistance to the Staff Chief of Command and Control.
10%	*Works directly with Fire Protection Programs Administration staff, conducts/oversees hiring processes for position vacancies. *Manages budgets, makes recommendations and decisions necessary to keep expenditures within budgetary limits. *Responsible for the management of all program assigned facilities, vehicles, and equipment. *Maintains and coordinates facilities agreements.
10%	*Maintain certifications and qualifications to respond to fires or other emergencies Statewide. *Assist as needed in the State Operations Center. *Assist with special projects or other duties assigned by management and/or Executive staff.
5%	*Serves as the Sacramento Duty Chief. Serves as Agency Administrator, Agency Representative, or Emergency Operations Center Coordinator during Statewide Operations Center activations. *Other job-related duties as required.
	*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: Incumbent is required to wear respiratory protection equipment. Such equipment may place a physiological burden that varies with the type of equipment used, the job and workplace conditions the equipment is used, and the medical status of the incumbent. Cal OSHA requires the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a physical examination, vision, hearing, spirometry, and exercise treadmill tests. Position requires short term travel statewide to various meetings and emergency incidents. Long-term travel may be required.

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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Initials and Date