

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Operations Automation Systems Business Lead</u>	
		Division and/or Subdivision <u>Fire Protection / Operations</u>	
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 <u>Sacramento</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-061-9723-015</u>	
		Effective Date <u>6/15/26</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<u>Under the direction of the Assistant Chief of Operations Automation Systems (Assistant Chief Non-Supervisory) the Battalion Chief will be the Business Lead for Operations Automation Systems (OAS) Program. The position addresses business level issues with various Department of Forestry and Fire Protection (CAL FIRE) automation programs and projects; Interagency Resource Ordering Capability (IROC), Hired Equipment Management System (HEMS), Incident Based Automation (IBA), Electronic Shift Ticket (eShiftTicket), and Integrated Reporting of Wildfire Information (IRWIN) programs at local, state, and national levels. The incumbent will be required to perform the following duties:</u>		
35%	<u>*Acts as the CAL FIRE business point of contact and subject matter expert for operations automation systems projects. *Works with other CAL FIRE automation and operations program managers to ensure the most robust and functional command and control automated systems network is created and maintained. *Works directly with California's local, state, and federal fire agencies dispatch centers related to OAS applications and Emergency Command Center (ECC) operations.</u>		
	<u>*Foster relationships with stakeholders and end users (management, peers, developers, and CAL FIRE field staff. *Facilitate regularly occurring project meetings and conference calls as required and maintain minutes and action item registers. *Assist with preparation and delivery of program reports and products and executes presentations. *Attends meetings and conference calls regarding the OAS applications and related subjects or other meetings as required. *Participate in reviews as needed of any existing contracts or agreements. *Participate in the development and integration of operational requirements, policies, procedures, business practices and standards for OAS applications.</u>		
	<u>*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.</u>		
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 encounter 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: <u>The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.</u>			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Operations Automation Systems Business Lead	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Participate in the preparation of Fire Protection automation project contracts, amendments, extensions, Feasibility Study Reports (FSR), Special Project Reports (SPR) and Budget Change Proposals (BCP) under the direction of, and for approval by, the OAS Program Manager using standardized Project Management Institute, Departmental, and State project management practices. *Track project fund expenditures and provide updates to program and systems managers. *Receives and reviews enhancement requests to determine potential risks to the OAS applications. *Provide analysis and subsequent enhancement recommendations to Information Technology and Fire Protection management. Participate on working groups and committees as assigned.		
10%	*Maintain certifications and qualifications to respond to fires or other emergencies Statewide. Assist in Sac ECC and/or State Operations Center. *Respond to emergency incidents as required. *Assist with special projects assigned by management and/or Executive staff.		
5%	Represent Fire Protection and CAL FIRE on various Fire Protection Automation projects as assigned. Provide reports, briefings, and summaries for review by supervisor for use by Executive, Legislative, and Governor's administration staff. Maintain required certifications and qualifications in accordance with Department policy. Responds to and performs fire suppression or other incident management duties and emergency operations in locations throughout the state or nation as assigned. 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 incumbent to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent. *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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