

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Chief, Operations	
		Division and/or Subdivision Fire Protection	
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 Forestry and Fire Protection Administrator	
		Position Number 542-061-1031-001	
		Effective Date 7/1/26	
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 Assistant Deputy Director for Fire Protection Operations, the Staff Chief, Operations (Forestry and Fire Protection Administrator) plans, organizes, directs, and controls the department's statewide Fire Protection Operations programs. This includes the Department's Incident Management Teams (IMT), Statewide Operational Strategic Planning, Blue Book development, Fire Protection Operations Policies and Procedures, and Resource Augmentations. This position has primary staff responsibility for policy development and budgeting for these programs and serves as a subject matter expert for issues, internal and external, that involve statewide operations for the Department of Forestry and Fire Protection (CAL FIRE).		
25%	*Responsible for recommendation and development of overall Statewide Operations Program direction, policies, and standards such as: incident operational procedures, utilization and integration of emerging technology into operations support, and Emergency Fund use guidelines. *Oversee collaboration with CAL FIRE Units, Regions, and Statewide Programs to ensure statewide Operational programmatic needs are identified and addressed. *Coordinate with other Fire Protection Operations program Staff Chiefs to ensure continued improvement of resource allocation and response. *Responsible for developing and enhancing collaborative relationships with other state, local, and federal agencies to improve operational processes and systems including resource allocation and response.		
	*Represent the Department in identifying and responding to political, internal, and external influences that have operational impacts to the Department while advocating for the field. *Create and present briefings and other presentations as required to internal and external stakeholders. *Manage preparation of other written and analytical projects, as well as program and budget questions, assigned in support of Fire Protection Executive staff such as reports, concept papers, budget change proposals, legislative analysis to Executive management, the Governor's Office, Department of Finance, Legislative Analyst's Office, Control Agencies, Board of Forestry, Executive management, and other Commissions and organizations. *Responsible for all personnel and budgetary administration as related to development and monitoring of program budget elements within area of responsibility.		
	*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 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: 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 Staff Chief, Operations	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Assist the Assistant Deputy Director of Fire Protection Operations in the administration of the IMT including but not limited to: participating on the IMT Committee (IMTC), serving as the liaison between the IMTs and Sacramento programs to ensure the needs of the IMTs and Programs are being addressed, support and coordination of IMT related trainings and workshops, oversight of the IMT member application and roster process, assist with the oversight of the IMT Section working groups in coordination with the IMTC and Region Operations Staff Chiefs to develop standards and consistency.		
10%	*Review, develop, and maintain Departmental policy and procedure handbooks including HB 7000, 7500, 7700. *Chair, create, convene, and/or participate on internal and external committees, boards, working groups, and ad hoc groups representing the Department and Fire Protection Operations in areas of expertise, including but not limited to; IMTs, firefighting operations, interagency agreements, National Wildfire Coordination Group committees and subcommittees, FIREScope, policy and procedure committees, Blue Book, Health and Training Advisory Committee (OSHTAC), etc.		
10%	*Responsible for monitoring and updating operational elements of the Strategic Plan. *Coordinate with Region Operation Chiefs to assist in the oversight and development of long term strategic operational planning and resource needs, and the development of reports and Budget Change Proposals. *Collaborate with other Department programs responsible for the oversight of and annual updates to the CAL FIRE Staffing Standards (Blue Book) publication to reflect Department's current resources and staffing standards. *Lead coordination for the development of Budget Augmentation Letter language to address resource and operational staffing needs.		
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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.		
10%	*Responsible for oversight and administration of the Sacramento Duty Chief program including Duty Chief training program, working with Region Operations Staff Chiefs to ensure effective communications are in place between Sacramento and Region Duty Chiefs. *Serve as the conduit between executive staff and duty chiefs in the absence of the Assistant Deputy Director of Fire Protection Operations. *Prepare comprehensive reports on major incidents to the Director and Fire Protection Program managers. *Serve as the Department's Agency Administrator or Agency Representative during activation of the Statewide Operations Center, *Assume Sacramento Duty Chief coverage in the absence of other qualified personnel. *In concert with the Northern and Southern Region Operations Staff Chiefs, responsible for the allocation of Sacramento Headquarters and Hired Equipment resources to incidents throughout the state and making decisions on allocation or mobilization of emergency resources in times of regional or statewide emergencies. *Maintain Departmentwide level awareness of resource availability/drawdown. *Based on incident need and/or due to drawdown of resources, coordinates with Cal OES and other state and federal partner agencies on obtaining resources. *Coordinate with Cal OES and other state agencies regarding mission tasking.		
5%	*Incumbent is required to be available for and respond to incident assignments, which may include fire, flood, earthquake, or other emergencies where short- and long-term travel may be required. *Responsible for maintaining proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. Other duties as required.		
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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.			
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