

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Emergency Command Center Chief	
		Division and/or Subdivision Southern Region – Riverside 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 Perris	
		Class Title of Position Battalion Chief (Supervisory)	
		Position Number 542-312-9723-012	
		Effective Date August 01, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the direction of Administration Assistant Chief with Differential the position of Emergency Command Center (ECC) Chief is a state funded position and is responsible for providing ECC Chief Officer coverage and for coordinating and managing all functions of the Perris Emergency Command Center. This individual is expected to implement, adhere to and enforce all CAL FIRE and Riverside County Fire policies and procedures.		
	<u>Specific Duties</u>		
35%	*Provides supervision of day-to-day ECC operations. *Coordinates overall management of the ECC. *Serves as an advisor to the Executive Staff in reviewing policies and procedures regarding ECC operations.		
30%	*Provides for supervision of: 7 Fire Captains, and varying numbers of part-time and/or temporary employees as dictated by incident magnitude and project work. *Responsible for coordinating ECC duty schedules and training.		
10%	*Coordinates with the Communications and Technology Bureau Manager to ensure the following areas of ECC support needs are met: All computer Aided Dispatch (CAD) issues, all Geographical Information Systems (GIS) issues, all Communication issues, and all information Technology/Applications issues.		
5%	*Coordinate with the County Emergency Services Division and the assigned ECC Fire Captain for preparation, maintenance, and training of both the "Riverside" and "Indio" alternate ECC's.		
	*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: 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 be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends or holidays.			
"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

Emergency Command Center Chief

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

*Communicates with other Emergency Command Centers and other local dispatch offices to ensure effective interfacing with same and timely application of agreements.

5%

*Provides executive staff with a working plan for long-term ECC budget, staffing and operational needs. *Updates plan as needed.
*Compiles annual ECC budget requests.

5%

*Respond to emergency incidents of all types in both suppression and evaluation capacities. *Provides relief field and ECC battalion coverage as required.

5%

*Coordinates with the Departments 9-1-1 Telephone Coordinator to ensure all entitled funding and programs for a medium secondary PSAP are fully provided.

*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:

"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